



Bassett Creek Watershed Management Commission

Regular Meeting
Wednesday November 16, 2016
8:30 – 11:00 a.m.

Council Conference Room, Golden Valley City Hall, Golden Valley, MN

AGENDA

- 1. CALL TO ORDER and ROLL CALL**
- 2. CELEBRATION OF SERVICE FOR LEN KREMER**
- 3. CITIZEN FORUM ON NON-AGENDA ITEMS** - *Citizens may address the Commission about any item not contained on the regular agenda. A maximum of 15 minutes is allowed for the Forum. If the full 15 minutes are not needed for the Forum, the Commission will continue with the agenda. The Commission will take no official action on items discussed at the Forum, with the exception of referral to staff or a Commission's Committee for a recommendation to be brought back to the Commission for discussion/action.*
- 4. APPROVAL OF AGENDA**
- 5. CONSENT AGENDA**
 - A. Approval of Minutes – October 20, 2016 Commission Meeting
 - B. Approval of November 2016 Financial Report
 - C. Approval of Payment of Invoices
 - i. Keystone Waters, LLC – October 2016 Administrator Services
 - ii. Keystone Waters, LLC – October Meeting Materials Distribution Expenses
 - iii. Barr Engineering – October 2016 Engineering Services
 - iv. Triple D Espresso – November 2016 Meeting Refreshments
 - v. Wenck – October 2016 WOMP Monitoring
 - vi. Lawn Chair Gardener – October 2016 Educational Services
 - vii. Kennedy Graven – September 2016 Legal Services
 - viii. MPCA – 2017 Main Stem Project Document Review
 - ix. Hennepin County – 2016 River Watch Contribution
 - D. Approval of Highway 169 Drainage Improvements (SP 2772-111) – Plymouth
 - E. Approval of Project at 226 Peninsula Road – Medicine Lake
- 6. BUSINESS**
 - A. Receive Presentation on Medicine Lake Rd and Winnetka Ave Area (DeCola Ponds) Long-term Flood Mitigation Plan
 - B. Consider Administrative Services Committee Recommendations
 - i. Policy Manual Updates
 - ii. Draft Policy for Cost Share of CIP Projects for Pollutant Removal Credit
 - iii. Staff Performance Evaluation
 - C. Receive Presentation of Blake School 360 Project
- 7. COMMUNICATIONS**
 - A. Administrator's Report
 - B. Chair
 - C. Commissioners
 - D. TAC Members

- E. Committees
 - i. APM/AIS Committee – Next Meeting 12/5 – [Meeting Materials](#)
 - ii. Administrative Services Committee – Next Meeting 12/5
- F. Legal Counsel
- G. Engineer

8. INFORMATION ONLY (Information online only)

- A. CIP Project Updates: Now Available Online <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet
- C. ERF Grant Application for Main Stem Erosion Repair Project (2017CR-M)
- D. Clean Water MN Campaign Updated Website: <http://www.cleanwatermn.org/>
- E. WCA Notice of Application Four Seasons Mall Redevelopment, Plymouth
- F. WCA Notice of Application Nathan Property, Plymouth
- G. Mississippi River Forum - State of the River Report:
<https://www.nps.gov/miss/learn/nature/riverforum.htm>
- H. 2016 Children’s Water Festival Certificate, Reports, Letters from Students

9. ADJOURNMENT

Upcoming Meetings & Events

- BCWMC TAC Meeting: Monday November 28th, 10:30 – 12:30, Council Conference Room, Golden Valley City Hall
- BCWMC APM/AIS Committee Meeting: Wednesday November 30th, 8:30 – 10:00 a.m., Council Conference Room, Golden Valley City Hall
- BCWMC Administrative Services Committee Meeting: Monday December 5th, 8:30 – 10:30 a.m., Council Conference Room, Golden Valley City Hall
- Mississippi River Forum: Friday December 9th, 8:00 – 9:30 a.m., McKnight Foundation, Minneapolis, <https://www.nps.gov/miss/learn/nature/riverforum.htm>
- BCWMC Regular Meeting: Thursday December 15th, 8:30 a.m., Council Conference Room, Golden Valley City Hall

Future Commission Agenda Items list

- Address Organizational Efficiencies
- Finalize Commission policies (fiscal, data practices, records retention, roles and responsibilities, etc.)
- Presentation on joint City of Minnetonka/ UMN community project on storm water mgmt
- State of the River Presentation
- Presentation on chlorides



Bassett Creek Watershed Management Commission

AGENDA MEMO

Date: November 8, 2016

To: BCWMC Commissioners

From: Laura Jester, Administrator

RE: Background Information for 11/16/16 BCWMC Meeting

1. **CALL TO ORDER and ROLL CALL**
2. **CELEBRATION OF SERVICE FOR LEN KREMER** – CELEBRATION/ACTION ITEM with attachment – *Len Kremer with Barr Engineering served as the Commission Engineer from 1973 to 2011 and was instrumental in shaping the Commission into the highly functioning organization it is today. Several past Commission chairs, city staff, and agency staff were invited and plan to attend this meeting to share memories and offer appreciation for Len's service to the Commission. Len himself will give a short presentation with history of organization. The Commission should approve the attached resolution of appreciation.*
3. **CITIZEN FORUM ON NON-AGENDA ITEMS**
4. **APPROVAL OF AGENDA** – ACTION ITEM with attachment
5. **CONSENT AGENDA**
 - A. Approval of Minutes – October 20, 2016 Commission meeting- ACTION ITEM with attachment
 - B. Approval of November 2016 Financial Report - ACTION ITEM with attachment
 - C. Approval of Payment of Invoices - ACTION ITEM with attachments (online) – *I have reviewed the following invoices and recommend approval of payment.*
 - i. Keystone Waters, LLC – October 2016 Administrator Services
 - ii. Keystone Waters, LLC – October Meeting Materials Distribution Expenses
 - iii. Barr Engineering – October 2016 Engineering Services
 - iv. Triple D Espresso – November 2016 Meeting Refreshments
 - v. Wenck – October 2016 WOMP Monitoring
 - vi. Lawn Chair Gardener – October 2016 Educational Services
 - vii. Kennedy Graven – September 2016 Legal Services
 - viii. MPCA – 2017 Main Stem Project Document Review
 - ix. Hennepin County – 2016 River Watch Contribution
 - D. Approval of Highway 169 Drainage Improvements (SP 2772-111) – Plymouth – ACTION ITEM with attachment - *This project is a drainage improvement plan that includes reconstruction of the storm sewer on TH 169 and Kilmer Lane to eliminate low point flooding on TH 169 and Medicine Lake Boulevard in Plymouth. The project is located in the Medicine Lake direct subwatershed. Approximately 2.11 acres will be graded and the project impacts an impervious area of 0.96 acre, a portion of which is mill and overlay of Kilmer Lane. Staff recommends approval of the project with one recommendation included in the memo.*
 - E. Approval of Project at 226 Peninsula Road – Medicine Lake – ACTION ITEM with attachment – *The proposed project includes demolition of the driveway and detached garage at a single family home and construction of a new driveway and site grading in the City of Medicine Lake. The project is in the Medicine Lake direct subwatershed on 0.57 acres. Approximately 12,800 square feet will be graded resulting in an increase of 1,779 square feet of impervious surface. Wetland impacts will be mitigated appropriately and all other requirements are being met. Staff recommends approval of the project with one recommendation included in the memo.*

6. BUSINESS

- A. Receive Presentation on Medicine Lake Rd and Winnetka Ave Area (DeCola Ponds) Long-term Flood Mitigation Plan - **INFORMATION ITEM with attachment** - *The Commission Engineer will present the long-term flood mitigation plan for the DeCola area to 1) provide the Commission with a summary of the plan and the recommended projects, since the BCWMC's CIP includes two of the projects; and 2) raise the Commission's awareness about remaining flooding issues in the area.*
- B. Consider Administrative Services Committee Recommendations – **ACTION ITEM with attachments** – *This committee met on November 4th to discuss several policy issues. Please see the attached memo with their recommendations along with documents for the following:*
 - i. Policy Manual Updates – **ACTION ITEM with attachment (Appendix C online)**
 - ii. Draft Policy for Cost Share of CIP Projects for Pollutant Removal Credit – **ACTION ITEM with attachment**
 - iii. Staff Performance Evaluation – **ACTION ITEM with attachment**
- C. Receive Presentation of Blake School 360 Project – **INFORMATION ITEM no attachment** – *At the August meeting, the Commission approved a request from Blake School for the Commission's support and assistance (including up to 10 hours of my time) with a photography/environmental learning project. Blake teachers will be at the meeting to showcase the results of the project.*

7. COMMUNICATIONS

- A. Administrator's Report – **INFORMATION ITEM with attachment**
- B. Chair
- C. Commissioners
- D. TAC Members
- E. Committees - **INFORMATION ONLY no attachments**
 - i. APM/AIS Committee – Next Meeting 12/5 – [Meeting Materials](#)
 - ii. Administrative Services Committee – Next Meeting 12/5
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8. INFORMATION ONLY (Information online only)

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BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

Item 2.
BCWMC
11-16-16

A RESOLUTION OF APPRECIATION FOR SERVICES OF LEN KREMER
TO THE BASSETT CREEK WATERSHED MANAGEMENT COMMISSION

WHEREAS, the Bassett Creek Watershed Management Commission (the "Commission") is a joint powers organization formed by the cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale and St. Louis Park; and

WHEREAS, the Commission serves as the duly constituted watershed management organization for the Bassett Creek watershed pursuant to the Metropolitan Surface Water Management Act); and

WHEREAS, under the Act and the Commission's joint powers agreement the Commission is charged with responsibility for the management of storm water to protect persons and property from flooding and to protect and preserve the water quality of lakes, streams and wetlands of the Bassett Creek Watershed and downstream receiving waters; and

WHEREAS, Len Kremer served as Engineer to the Commission from 1973 to 2011 and continues to serve in an advisory role to the Commission; and

WHEREAS, Len developed an extraordinary knowledge of the hydrology, landscape and water resources of the watershed and readily deployed this capacity to provide pragmatic, thoughtful and reasoned guidance to the Commission throughout his tenure as engineer; and

WHEREAS as engineer, Len provided the foundation for and encouraged the progression of the BCWMC from a sole focus of flood protection to a broader mandate to improve water quality and actively conserve water resources;

WHEREAS, in the more than 40 years of Len Kremer's technical guidance, the Commission implemented the construction of significant public works, including the \$40 million flood control project along Bassett Creek comprised of the new tunnel, six control structures, five multipurpose flood storage areas, many storage ponds and channel improvements, several flood-proofed homes and ten creek crossings; obtained more than \$35 million in state and federal grants to finance the flood control project; implemented a water quality policy; was heavily involved in studies such as total maximum daily load (TMDLs); assisted its member cities in regulating development to assure sound management of the watershed's surface waters; developed and reviewed plans for surface water management; and became a model joint powers watershed management organization in the state of Minnesota.

WHEREAS, Len always conducted business in a gracious, reasoned and friendly manner and provided forward thinking advice and good natured humor during Commission meetings.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Bassett Creek Watershed Management Commission, its member cities, and the public hereby express its sincere and grateful appreciation to Len Kremer for his distinguished service to the Commission.

Adopted by the Board of Commissioners of the Bassett Creek Watershed Management Commission this 16th day of November, 2016.

Chair



Bassett Creek Watershed Management Commission

DRAFT Minutes of Regular Meeting October 20, 2016 Golden Valley City Hall, 8:30 a.m.

Commissioners and Staff Present:

Crystal	Commissioner Guy Mueller, Vice Chair	Plymouth	Commissioner Ginny Black
Golden Valley	Absent	Robbinsdale	Alt. Commissioner Scanlan
Medicine Lake	Absent	St. Louis Park	Commissioner Jim de Lambert, Chair
Minneapolis	Alt. Commissioner Lisa Goddard	Administrator	Laura Jester
Minnetonka	Commissioner Mike Fruen	Attorney	Troy Gilchrist, Kennedy & Graven
New Hope	Commissioner John Elder	Engineer	Karen Chandler, Barr Engineering

Technical Advisory Committee (TAC) Members/ Other Attendees:

Jeff Oliver, TAC, City of Golden Valley	Alt. Commissioner, Plymouth, Dave Tobelmann
Megan Albert, TAC, City of New Hope	Ben Scharenbroich, TAC, City of Plymouth
Mark Ray, TAC, City of Crystal	LesLee Jackson, Minneapolis Resident
Steve Christopher, MN Board of Water and Soil Resources	

1. CALL TO ORDER AND ROLL CALL

On Thursday, October 20, 2016, at 8:32 a.m. in the Council Conference Room at Golden Valley City Hall (7800 Golden Valley Rd.), Chair de Lambert called to order the meeting of the Bassett Creek Watershed Management Commission (BCWMC) and asked for roll call to be taken. The cities of Crystal, Golden Valley, and Medicine Lake were absent from the roll call.

2. CITIZEN FORUM ON NON-AGENDA ITEMS

No comments from citizens.

3. APPROVAL OF AGENDA

MOTION: Commissioner Black moved to approve the agenda. Commissioner Elder seconded the motion. Upon a vote, the motion carried 6-0. [Cities of Crystal, Golden Valley, and Medicine Lake were absent from the vote.]

4. CONSENT AGENDA

MOTION: Commissioner Black moved to approve the consent agenda. Commissioner Elder seconded the motion. Upon a vote, the motion carried 6-0. [Cities of Crystal, Golden Valley, and Medicine Lake were absent from the vote.]

[The following items were approved as part of the consent agenda: the September 15, 2016, Commission Meeting Minutes, the October 2016 Financial Report, the payment of invoices, and setting a November or December TAC meeting.]

The general and construction account balances reported in the October 2016 Financial Report are as follows:

Checking Account Balance	\$545,568.45
TOTAL GENERAL FUND BALANCE	\$545,568.45
TOTAL CASH & INVESTMENTS ON-HAND (10/11/16)	\$2,855,074.44
CIP Projects Levied – Budget Remaining	\$3,967,010.19
Closed Projects Remaining Balance	(\$1,111,935.75)
2011-2015 Anticipated Tax Levy Revenue	\$6,710.47
2016 Anticipated Tax Levy Revenue	\$601,430.96
Anticipated Closed Project Balance	\$503,794.32

5. BUSINESS

A. Receive Update on Minnesota Buffer Initiative from Board of Water and Soil Resources

Administrator Jester introduced Steve Christopher with the Minnesota Board of Water and Soil Resources (BWSR) who gave a report on the new Minnesota Buffer Initiative. Mr. Christopher reported that 50-foot buffers must be installed along public waters by November 1, 2017 and 16.5-foot buffers must be installed along public ditches by November 1, 2018. He noted that if the shoreline is used for recreation (such as beaches or boat landings) and/or if the shoreline is already regulated through a shoreland ordinance, then it already meets the requirements of the law. Mr. Christopher noted that the “MS4 exemption” is really more of an “already compliant” indication rather than an exemption. He noted that because cities must already enforce a

shoreland ordinance, that there are likely no areas within the watershed that are not already compliant.

There were questions from Commissioners and staff. Mr. Christopher noted that enforcement of the State buffer law will be done by the county or by BWSR. He also confirmed that current city shoreland ordinances do not need to be amended if they are as strict or stricter than the Department of Natural Resources shoreland regulations (which should be the case in all cities).

[Commissioner Mueller arrives.]

Mr. Christopher noted that Hennepin County staff will be developing a map of the watershed indicating where (if) there is non-compliance with the buffer law. Commission legal counsel Gilchrist confirmed that city shoreland ordinances cover all public waters including streams. There was also confirmation that the public ditches within the watershed (which include parts of the Main Stem of Bassett Creek) are covered by city shoreland ordinances.

LesLee Jackson, a resident of Minneapolis studying water resources at the University of Minnesota, asked about erosion control at construction sites, indicating that more should be done to control the erosion she's witnessed at various sites. Alt. Commissioner Goddard noted that the State's Buffer Initiative is aimed at curbing erosion in agricultural areas and that construction sites are regulated by cities following State erosion control requirements. She noted that concerns about a particular construction site should be taken to city staff who can inspect the site and address erosion issues with the contractor on site.

There were further comments from Ms. Jackson regarding her concerns for water quality and flooding in Bassett Creek in her neighborhood. Commissioner Black noted that water regulations can be confusing but that it's good to have engaged citizens bringing concerns to the appropriate authorities.

B. Consider Technical Advisory Committee (TAC) Recommendations

Administrator Jester reported that the TAC met on October 6th to discuss a variety of topics. She walked through TAC recommendations per topic:

i. MDNR Buffer Map

Administrator Jester noted that in July the Minnesota Department of Natural Resources (MDNR) published the official buffer map indicating where the new State Buffer Law (from the discussion in 5A) would be applied. She noted the map includes all of the BCWMC's priority waterbodies plus 12 additional DNR public waters. She noted that the law recognizes that "other watercourses" (such as streams or ditches; not lakes or wetlands) which are not found on the MDNR Buffer Protection Map may benefit from the installation of buffers and that Hennepin County is seeking input from watershed organizations regarding whether or not "other watercourses" should be included on the map.

Administrator Jester reported that the TAC reviewed the map and recommends that the Commission provide input to the County stating that there are no additional watercourses within the BCWMC that should be included on the buffer map. Commissioners agreed with the TAC's recommendation.

ii. Checklist of BCWMC Policy Implementation by Cities

Administrator Jester reported that per the BCWMC Watershed Plan, the BCWMC is to annually evaluate member cities' compliance with the goals and policies of the Plan. She noted that staff developed a checklist for cities to indicate what activities were completed, started, or not done. She reported that the TAC recommends that the BCWMC use the checklist to gather input from the cities on the implementation of BCWMC policies, without requiring cities to complete the "optional items" section of the list. The TAC further recommends that the checklist be sent to cities in early December of each year for feedback on that calendar year's activities such that data could be compiled in the first quarter of the following year and used in the BCWMC annual report. She also reported that the Commission Engineer will be developing a list of items for member cities that are required to be included in local water management plans.

Commissioners noted that a checklist was a good idea and agreed with the TAC's recommendation.

iii. Guidance for Using Request for Proposals (RFP) Process

Administrator Jester reminded the group that at their meeting on August 18th, the Commission approved the Budget Committee's recommendation to get input and recommendations from the TAC on a process and/or policy related to when and how to go through an RFP process. She reported that the TAC discussed several aspects of the issue and forwards the following recommendations:

- a. The TAC recommends that the following projects, programs, or activities should only be performed by the Commission Engineer:
 - Flood Control Project inspections
 - Development reviews
 - CIP project reviews (50% plans, 90% plans, final plans)
 - XP-SWMM model maintenance and updates
 - P8 model maintenance and updates
 - Watershed-wide total maximum daily load study (TMDL)
 - Local water management plan reviews- except when Barr Engineering develops the local water management plan for the city. In this case, the TAC recommended using a different firm to review the city's plan but does not recommend using an RFP process for this simple task.

Commissioner Black asked about the possible need for outside review of CIP project designs if Barr Engineering is the firm designing the project. Administrator Jester explained that if the Commission Engineer (Barr) designs the project, then no outside review is needed because review of the designs is only needed to make sure plans follow Commission policies and the desires of the Commission as stated and discussed during approval of the feasibility study and selection of options.

- b. The TAC recommends that the types of projects that could warrant seeking proposals from others include:
 - Routine lake monitoring
 - Routine stream monitoring
 - WOMP sample collection & equipment maintenance
 - WOMP flow analysis and data analysis
 - Specific studies (such as localized TMDLs, CIP effectiveness monitoring, AIS pathways analysis, subwatershed analysis, resource management plans, etc.)

The Commission agreed with this recommendation. It was also noted that it's possible that one firm could simply collect water monitoring data and the Commission Engineer could analyze the data.

- c. The TAC recommends that the Commission consider using a multi-year or automatically renewing contract for routine, annual work. Commissioner Black noted that using an auto-renewing contract may be a concern because changes in prices may not be checked on a regular basis. She noted that a policy may be needed to dictate how often bids should be sought from other consultants. There was further discussion that different services may not have the same period of contract renewal, that some programs that seem routine may become un-routine, and that prices for work could be "locked in" for a certain contract duration or a certain stepped increase in prices could be agreed upon at the outset of the contract.
- d. The TAC recommends refining the water monitoring report format so that it's more succinct and useful. Administrator Jester noted that she is working with the Commission Engineer and will be working with the firm performing monitoring in 2017 to refine and overhaul the monitoring report such that it's more useful to the Commission and the public. The Commission agreed with this recommendation.
- e. The TAC recommends that a project's estimated cost not be used as a threshold to determine when to use the RFP process but to instead consider each project individually. There was discussion about the likely need for refined guidance or policy on when it's appropriate to use an RFP process, even if cost isn't the deciding factor. Commission legal counsel Gilchrist confirmed that professional services are not covered by the municipal contract law so there is no project cost threshold to which the Commission must legally seek bids because all the services contracted by the Commission are considered "professional services."

The Commission recommended that the policies of other watershed organizations could be reviewed for possible guidance on RFPs. And, it was acknowledged that the Commission could discuss and get recommendations from the TAC on a per project basis to allow flexibility in the RFP process. Alt. Commissioner Tobelmann suggested that a general framework be developed by the Administrative Services Committee to help guide the use of the RFP process.

- f. The TAC recommended that the BCWMC Administrator draft RFPs with assistance from city staff and others, as needed. The Commission agreed with this recommendation.
- g. The TAC requested that the TAC be asked to review and help refine any technical RFP before it's distributed. The Commission agreed with this recommendation.
- h. The TAC requested that the TAC be allowed to review and make recommendations on responses to RFPs for technical projects. The Commission agreed with the recommendation.

iv. Engineering Pool

Administrator Jester reported that the TAC considered and discussed the use of the Commission's Engineering Pool which currently consists of Wenck Associates, WSB & Associates, SEH & Associates, and Barr Engineering. She reported that the TAC noted that different firms have strength in different areas which is generally known by TAC members and that the TAC hoped for more flexibility in helping choose firms from which to seek proposals.

She reported that the TAC recommends that the Commission end its use of an engineering pool and instead seek proposals from qualified firms on a project by project basis with input from the TAC.

There was discussion about the history of the engineering pool. Commissioners noted that it was developed as a list of already-vetted firms that could be quickly and easily considered for Commission projects. Commissioners acknowledged that it makes sense to get the right vendor for the right price which may vary widely from project to project. It was noted that new and emerging technologies may be used by some firms and not others so there is a risk of losing out on all possible technologies by using only a short list of firms. There was discussion that a strong RFP policy should be developed if there is no engineering pool and that it would not be appropriate for the same firms to be asked over and over for proposals, essentially amounting to an informal list.

Administrator Jester noted that several good firms have approached her in recent years hoping to either get into the engineering pool or be asked for proposals. There was discussion about the staff time used in administering the RFP process and time that consultants put into developing proposals. It was also acknowledged that a proposer's price (the bottom line) shouldn't be the only consideration in hiring a firm; that innovation, technical expertise, and specialization should be considered as well. The Commission agreed that "value" should be considered above "price."

Commissioners agreed with the TAC's recommendation to discontinue use of the engineering pool. Administrator Jester reported that the "feasibility study criteria" would change accordingly.

v. Schaper Pond Effectiveness Monitoring

Administrator Jester reminded the Commission that at the June 28th TAC meeting, the TAC recommended using the Commission Engineer to perform the Schaper Pond effectiveness monitoring in 2017 and to use the project's remaining CIP funds. Further, she reminded the Commission that at their August 18th meeting, they approved the use of CIP funds for the study but did not assign an engineering firm nor specify a funding amount for the project. She reported that the TAC reiterates its recommendation to use the Commission Engineer for the Schaper Pond Effectiveness Monitoring Project and recommends a funding amount (not to exceed) \$44,000 to match the estimated project cost in the Commission Engineer's original proposal. There was no discussion by the Commission.

Commissioner Black moved approval of TAC recommendations i – iv except for iii(e), and directed the Administrator and appropriate committees to work on developing additional guidance for the RFP process. Commissioner Elder seconded the motion. Upon a vote the motion passed 7-0. [Cities of Golden Valley and Medicine Lake were absent from the vote.]

Mr. Oliver asked that the Commission request TAC recommendations on any draft RFP policy. Commissioners agreed.

Commissioner Black moved to approve the TAC recommendation to use the Commission Engineer for the Schaper Pond Effectiveness Monitoring Project for an amount not to exceed \$44,000 (recommendation "v."). Commissioner Mueller seconded the motion. Upon a vote the motion passed 7-0. [Cities of Golden Valley and Medicine Lake were absent from the vote.]

Alt. Commissioner Tobelmann suggested that future CIP project budgets include effectiveness monitoring, if warranted.

C. Consider Request from Administrator to Attend Minnesota Association of Watershed Districts (MAWD) Annual Conference

Administrator Jester requested approval to attend the MAWD conference December 1 – 2 in Alexandria, MN including the pre-conference workshop on the “Art of Facilitation” (\$85), conference registration (\$185), one night’s lodging (\$99), mileage (\$154), and time attending sessions (approximately 16 hours or \$1,072) for a total of \$1,595. She noted these costs would fit within the “Administrator” budget line. She also indicated that Commissioners are able and encouraged to attend the conference and that budget remains for “Commissioner training.”

Alt. Commissioner Scanlan expressed interest in attending the conference and said he would drive up and back on the same day so hotel expenses weren’t necessary.

Commissioner Black indicated that conference attendance is valuable for staff to network with others and learn new best practices.

Commissioner Black moved to approve the Administrator’s attendance at the MAWD conference and to reimburse Alt. Commissioner Scanlan for conference registration fees of \$185 and mileage expenses. Commissioner Elder seconded the motion. Upon a vote the motion carried 7-0. [Cities of Golden Valley and Medicine Lake were absent from the vote.]

6. COMMUNICATIONS

A. Administrator’s Report

Administrator Jester reminded the Commission that the November Commission meeting will be held on Wednesday the 16th. She also reported that she received thank you notes from several students who attended the Children’s Water Festival. Commissioner Black asked that the notes be scanned and emailed to Commissioners.

B. Chair

Chair de Lambert reported that the Great River Greening event at Westwood Hills Nature Center was a successful event that provided him and Commissioners Black and Mueller with a good opportunity to talk with the group about the Commission and water quality, in general.

Chair de Lambert also reported that the Water Resources Conference was well attended, very organized, and a very good event.

C. Commissioners

Alt. Commissioner Goddard reported that she, Commissioner Welch, and Administrator Jester met with a development company (Wellington) who is currently planning redevelopment in a four-acre area and envisioning large scale redevelopment throughout the Bassett Creek valley in Minneapolis. She reported that Wellington was hoping the Commission could be a neutral convener or facilitator of stakeholders in the area and that regional stormwater management, improvements in natural resource amenities, and improved community vitality would be an ultimate outcome of redevelopment in the area. She noted that more information and/or specific requests may come to the Commission in the future.

Commissioner Mueller and Alt. Commissioner Scanlan provided their impressions of the Water Resources Conference and Clean Water Summit (Scanlan), noting that much water pollution is originating from agricultural areas of the state, that water quality ponds can sometimes be a source of pollutants, and that buffers around parking lots can be an effective best management practice.

D. TAC Members

No comments.

E. Committees

Administrator Jester noted the upcoming APM/AIS and Administrative Services Committee meetings.

F. Legal Counsel

Legal counsel Gilchrist reported that the Commission’s bond insurance is now in place.

G. Engineer

Commission Engineer Chandler reported on the progress of the feasibility study for dredging Bassett Creek Park and Winnetka Ponds. She noted that sediment sampling and wetland delineation is complete and that current surveys will be compared with past surveys.

Commissioner Black noted that grant tracking list in item 7B below needs to include the MPCA’s Environmental Assistance grants.

7. INFORMATION ONLY (Available at <http://www.bassettcreekwmo.org/document/meeting-materials-minu/meeting-materials/thursday-october-20-2016>)

- A. CIP Project Updates: Now Available Online** <http://www.bassettcreekwmo.org/projects>
- B. Grant Tracking Summary and Spreadsheet**
- C. Water Links Fall Newsletter -**
<https://content.govdelivery.com/accounts/MNHENNE/bulletins/16822da>
- D. West Metro Water Alliance September Meeting Minutes**
- E. WCA Notice of Decision for Exemption, Plymouth**

8. ADJOURNMENT - Chair de Lambert adjourned the meeting at 10:21 a.m.

Signature/Title	Date	Signature/Title	Date
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Bassett Creek Watershed Management Commission General Account
 General Fund (Administration) Financial Report
 Fiscal Year: February 1, 2016 through January 31, 2017
 MEETING DATE: November 16, 2016

Item 5B.
 BCWMC 11-16-16
 (Revised 11-14-16)

(UNAUDITED)

BEGINNING BALANCE	11-Oct-16		545,568.45
ADD:			
General Fund Revenue:			
Interest less Bank Fees		(14.02)	
Permits:			
SMJ Management Corp BCWMC 2016-34		1,700.00	
Alliant Engineering BCWMC 2016-35		2,200.00	
Fendler Patterson Const BCWMC 2016-36		1,700.00	
Reimbursed Construction Costs		8,477.33	
		Total Revenue and Transfers In	14,063.31
DEDUCT:			
Checks:			
2903 Barr Engineering	Oct Engineering	29,521.44	
2904 Kennedy & Graven	Sept Legal	577.10	
2905 Keystone Waters LLC	Oct Administrator	4,706.57	
	Oct Meeting Materials	218.02	
2906 Triple D Espresso	Nov Meeting	155.44	
2907 Wenck Associates	Oct Outlet Monitoring	597.08	
2908 Lawn Chair Gardener	Education/admin services	3,790.00	
2909 Hennepin County	2016 River Watch	2,000.00	
2910 MN Pollution Control	2017CR-M	687.50	
2911 League of MN Cities Ins	Bond Insurance	113.00	
2912 Michael Scanlan	MAWD Conf Registration	185.00	
	Total Checks		42,551.15
ENDING BALANCE	8-Nov-16		517,080.61

Bassett Creek Watershed Management Commission General Account
 General Fund (Administration) Financial Report
 Fiscal Year: February 1, 2016 through January 31, 2017
 MEETING DATE: November 16, 2016

(UNAUDITED)

	2016 / 2017 BUDGET	CURRENT MONTH	YTD 2016 / 2017	BALANCE
OTHER GENERAL FUND REVENUE				
ASSESSMENTS TO CITIES	490,345	0.00	490,344.00	1.00
PROJECT REVIEW FEES	60,000	5,600.00	49,500.00	10,500.00
WOMP REIMBURSEMENT	5,000	0.00	4,500.00	500.00
MET COUNCIL REIMBURSEMENTS-LRT PROJECTS	0	0.00	22,397.00	(22,397.00)
TRANSFERS FROM LONG TERM FUND & CIP	27,055	0.00	0.00	27,055.00
REVENUE TOTAL	582,400	5,600.00	566,741.00	15,659.00
EXPENDITURES				
ENGINEERING & MONITORING				
TECHNICAL SERVICES	120,000	5,372.00	84,649.57	35,350.43
DEV/PROJECT REVIEWS	65,000	6,396.94	82,352.79	(17,352.79)
NON-FEE/PRELIM REVIEWS	15,000	1,910.00	25,971.94	(10,971.94)
COMMISSION AND TAC MEETINGS	13,000	643.50	9,663.88	3,336.12
SURVEYS & STUDIES	25,000	910.96	21,865.80	3,134.20
WATER QUALITY/MONITORING	76,000	1,145.70	35,791.35	40,208.65
SHORELAND HABITAT MONITORING	6,000	0.00	1,157.00	4,843.00
WATER QUANTITY	11,500	918.24	7,747.46	3,752.54
WATERSHED INSPECTIONS -EROSION CONTROL	1,000	0.00	0.00	1,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	10,000	3,409.92	3,409.92	6,590.08
REVIEW MUNICIPAL PLANS	2,000	297.00	2,491.50	(491.50)
WOMP	17,000	1,347.58	13,932.32	3,067.68
ENGINEERING & MONITORING TOTAL	361,500	22,351.84	289,033.53	72,466.47
ADMINISTRATION				
ADMINISTRATOR	62,000	4,706.57	42,501.65	19,498.35
LEGAL COSTS	18,500	457.70	8,638.72	9,861.28
AUDIT, INSURANCE & BONDING	15,500	113.00	14,719.00	781.00
FINANCIAL MANAGEMENT	3,200	0.00	77.60	3,122.40
DIGITIZE HISTORIC PAPER FILES	5,000	0.00	2,167.00	2,833.00
MEETING EXPENSES	2,200	155.44	1,364.48	835.52
ADMINISTRATIVE SERVICES	25,000	676.77	8,766.15	16,233.85
ADMINISTRATION TOTAL	131,400	6,109.48	78,234.60	53,165.40
OUTREACH & EDUCATION				
PUBLICATIONS/ANNUAL REPORT	2,500	0.00	1,246.50	1,253.50
WEBSITE	3,500	0.00	2,047.03	1,452.97
PUBLIC COMMUNICATIONS	2,500	0.00	1,128.39	1,371.61
EDUCATION AND PUBLIC OUTREACH	22,500	3,535.00	23,186.03	(686.03)
WATERSHED EDUCATION PARTNERSHIPS	15,500	2,000.00	5,500.00	10,000.00
OUTREACH & EDUCATION TOTAL	46,500	5,535.00	33,107.95	13,392.05
MAINTENANCE FUNDS				
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
MAINTENANCE FUNDS TOTAL	50,000	0.00	0.00	50,000.00
TMDL WORK				
TMDL IMPLEMENTATION REPORTING	20,000	77.50	16,559.50	3,440.50
TMDL WORK TOTAL	20,000	77.50	16,559.50	3,440.50
TOTAL EXPENSES	609,400	34,073.82	416,935.58	192,464.42

BCWMC Construction Account
Fiscal Year: February 1, 2015 through January 31, 2016
November 2016 Financial Report

(UNAUDITED)

Cash Balance 9/6/16			
Cash		1,863,074.44	
	Total Cash		1,863,074.44
	Ally Bk Midvale Utah C/D (9/25/2017 1.25%)	248,000.00	
	Capital One Bk-McLean VA C/D (9/25/2017 1.15%)	248,000.00	
	Capital One Bk-Glen Allen VA C/D (9/25/2017 1.15%)	248,000.00	
	Key Bk Natl Assn Ohio C/D (10/02/2017 1.15%)	248,000.00	
	Total Investments		992,000.00
	Total Cash & Investments		2,855,074.44
Add:		(74.71)	
	Total Revenue		(74.71)
Less:	CIP Projects Levied - Current Expenses - TABLE A	(33.00)	
	Proposed & Future CIP Projects to Be Levied - Current Expenses - TABLE B	(6,506.33)	
	Total Current Expenses		(6,539.33)
	Total Cash & Investments On Hand	11/08/16	<u>2,848,460.40</u>
	Total Cash & Investments On Hand	2,848,460.40	
	CIP Projects Levied - Budget Remaining - TABLE A	(3,966,977.19)	
	Closed Projects Remaining Balance	(1,118,516.79)	
	2011 - 2015 Anticipated Tax Levy Revenue - TABLE C	6,710.47	
	2016 Anticipated Tax Levy Revenue - TABLE C	601,430.96	
	Anticipated Closed Project Balance	(510,375.36)	
	Proposed & Future CIP Project Amount to be Levied - TABLE B	1,928,045.00	

TABLE A - CIP PROJECTS LEVIED

	Approved Budget	Current Expenses	2016 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget	Grant Funds Received
Lakeview Park Pond (ML-8) (2013)	196,000	0.00	0.00	11,589.50	184,410.50	
Four Seasons Mall Area Water Quality Proj (NL-2)	990,000	33.00	3,460.00	130,961.84	859,038.16	
2014						
Schaper Pond Enhance Feasibility/Project (SL-1)(SL-3)	612,000	0.00	213,668.55	303,263.45	308,736.55	
Briarwood / Dawnview Nature Area (BC-7)	250,000	0.00	230,401.91	250,000.00	0.00	
Twin Lake Alum Treatment Project (TW-2)	163,000	0.00	66,812.17	91,037.82	71,962.18	
2015						
Main Stem 10th to Duluth (CR2015)	1,503,000	0.00	0.00	105,042.00	1,397,958.00	
2016						
Honeywell Pond Expansion (BC-4) ¹	810,930	0.00	49.50	13,953.98	796,976.02	
Northwood Lake Pond (NL-1) ²	822,140					
Budget Amendment	611,600	1,433,740	0.00	985,902.03	1,085,844.22	347,895.78
		5,958,670	33.00	1,500,294.16	1,991,692.81	3,966,977.19

TABLE B - PROPOSED & FUTURE CIP PROJECTS TO BE LEVIED

		Approved Budget - To Be Levied	Current Expenses	2016 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget	
2017							
Main Stem Cedar Lk Rd-Dupont (2017CR-M)	2017 Levy	580,930	863,573	2,445.40	70,433.32	113,105.20	750,467.80
	2018 Levy	282,643					
Plymouth Creek Restoration (CR-P)	2017 Levy	400,000	1,064,472	99.50	16,192.00	65,604.13	998,867.87
	2018 Levy	664,472					
2017 Project Totals			1,928,045	2,544.90	86,625.32	178,709.33	1,749,335.67
2018							
Bassett Creek Park & Winnetka Ponds Dredging (BCP-2)				3,961.43	21,960.59	21,960.59	(21,960.59)
2018 Project Totals			0	3,961.43	21,960.59	21,960.59	(21,960.59)
2019							
Bryn Mawr Meadows (BC-5)			0	0.00	0.00	5,282.80	(5,282.80)
2019 Project Totals			0	0.00	0.00	5,282.80	(5,282.80)
Total Proposed & Future CIP Projects to be Levied			1,928,045	6,506.33	108,585.91	205,952.72	1,722,092.28

BCWMC Construction Account

Fiscal Year: February 1, 2015 through January 31, 2016
November 2016 Financial Report

(UNAUDITED)

TABLE C - TAX LEVY REVENUES

	County Levy	/ Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance to be Collected	BCWMO Levy
2017 Tax Levy			0.00	0.00			0.00	1,303,600.00
2016 Tax Levy	1,222,000.00		1,222,000.00	0.00	620,569.04	620,569.04	601,430.96	1,222,000.00
2015 Tax Levy	1,000,000.00	4,784.98	1,004,784.98	0.00	3,042.85	1,001,880.34	2,904.64	1,000,000.00
2014 Tax Levy	895,000.00	(5,147.27)	889,852.73	0.00	118.97	887,820.38	2,032.35	895,000.00
2013 Tax Levy	986,000.00	(8,746.67)	977,253.33	0.00	32.61	976,135.00	1,118.33	986,000.00
2012 Tax Levy	762,010.00	(7,283.60)	754,726.40	0.00	75.30	754,187.05	539.35	762,010.00
2011 Tax Levy	863,268.83	(12,453.26)	850,815.57	0.00	233.54	850,699.77	115.80	862,400.00
				<u>0.00</u>			<u>608,141.43</u>	

OTHER PROJECTS:

	Approved Budget	Current Expenses / (Revenue)	2016 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
TMDL Studies					
TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
TOTAL TMDL Studies	135,000.00	0.00	0.00	107,765.15	27,234.85
Flood Control Long-Term					
Flood Control Long-Term Maintenance	648,373.00	1,938.00	95,611.50	249,387.17	
Less: State of MN - DNR Grants			(13,838.00)	(13,838.00)	
	648,373.00	1,938.00	81,773.50	235,549.17	412,823.83
Annual Flood Control Projects:					
Flood Control Emergency Maintenance	500,000.00	0.00	0.00	0.00	500,000.00
Annual Water Quality					
Channel Maintenance Fund	325,000.00	0.00	0.00	121,242.95	203,757.05
Total Other Projects	1,608,373.00	1,938.00	81,773.50	464,557.27	1,143,815.73

Cash Balance 9/6/16	1,043,252.68
Add:	
Transfer from GF	0.00
Less:	
Current (Expenses)/Revenue	(1,938.00)
Ending Cash Balance 11/08/16	1,041,314.68
Additional Capital Needed	(102,501)

CIP Projects Levied

	Total	2013	2013	2014	2014	2014	2015	2016	2016	2017	2017
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)	Main Stem-Cedar Lk Rd to Dupont (2017 CR-M)	Plymouth Creek Restoration (2017 CR-P)
Original Budget	7,275,115	196,000	990,000	612,000	250,000	163,000	1,503,000	810,930	822,140	863,573	1,064,472
Added to Budget	611,600								611,600		
Expenditures:											
Feb 2004 - Jan 2005	637.50	637.50									
Feb 2005 - Jan 2006											
Feb 2006 - Jan 2007											
Feb 2007 - Jan 2008											
Feb 2008 - Jan 2009											
Feb 2009 - Jan 2010											
Feb 2010 - Jan 2011	602.00		602.00								
Feb 2011 - Jan 2012	49,194.86	1,476.00	8,086.37	39,632.49							
Feb 2012 - Jan 2013	71,301.89	2,964.05	61,940.82	4,572.97	152.80	1,671.25					
Feb 2013 - Jan 2014	78,112.38	6,511.95	31,006.30	19,079.54	6,477.29	13,678.55	1,358.75				
Feb 2014 - Jan 2015	70,123.05			26,309.90	12,968.00	8,443.85	9,820.60	7,461.95	5,118.75		
Feb 2015-Jan 2016	313,510.98		25,866.35			432.00	93,862.65	6,442.53	94,823.44	42,671.88	49,412.13
Feb 2016-Jan 2017	1,586,919.48		3,460.00	213,668.55	230,401.91	66,812.17		49.50	985,902.03	70,433.32	16,192.00
Total Expenditures:	2,170,402.14	11,589.50	130,961.84	303,263.45	250,000.00	91,037.82	105,042.00	13,953.98	1,085,844.22	113,105.20	65,604.13

Project Balance	5,716,312.86	184,410.50	859,038.16	308,736.55		71,962.18	1,397,958.00	796,976.02	347,895.78	750,467.80	998,867.87
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	Total	2013	2013	2014	2014	2014	2015	2016	2016	2017	2017
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)	Main Stem-Cedar Lk Rd to Dupont (2017 CR-M)	Plymouth Creek Restoration (2017 CR-P)
Project Totals By Vendor											
Barr Engineering	364,755.64	6,338.95	32,130.54	75,251.50	13,089.74	15,712.00	15,825.00	13,157.98	16,771.00	110,974.30	65,504.63
Kennedy & Graven	11,902.00	1,200.55	2,471.95	993.40	1,038.35	1,058.65	2,223.75	796.00	1,701.45	318.40	99.50
City of Golden Valley	572,875.88			213,668.55	230,401.91	66,812.17	61,993.25				
City of Minneapolis											
City of Plymouth	75,759.35		75,759.35								
City of New Hope	1,067,371.77								1,067,371.77		
MPCA	1,812.50									1,812.50	
Blue Water Science	3,900.00					3,900.00					
S E H											
Misc											
2.5% Admin Transfer	72,025.00	4,050.00	20,600.00	13,350.00	5,470.00	3,555.00	25,000.00				
Transfer to General Fund											
Total Expenditures	2,170,402.14	11,589.50	130,961.84	303,263.45	250,000.00	91,037.82	105,042.00	13,953.98	1,085,844.22	113,105.20	65,604.13

	Total	2013	2013	2014	2014	2014	2015	2016	2016	2017	2017
	CIP Projects Levied	Lakeview Park Pond (ML-8)	Four Seasons Mall Area Water Quality Project (NL-2)	Schaper Pond Enhancement Feasibility / Project (SL-1) (SL-3)	Briarwood / Dawnview Water Quality Improve Proj (BC-7)	Twin Lake In-Lake Alum Treatment Project (TW-2)	Main Stem - 10th Ave to Duluth (CR2015)	Honeywell Pond Expansion (BC-4)	Northwood Lake Pond (NL-1)	Main Stem-Cedar Lk Rd to Dupont (2017 CR-M)	Plymouth Creek Restoration (2017 CR-P)
Levy/Grant Details											
2009/2010 Levy											
2010/2011 Levy											
2011/2012 Levy											
2012/2013 Levy	986,000	162,000	824,000								
2013/2014 Levy	895,000			534,000	218,800	142,200					
2014/2015 Levy	1,000,000						1,000,000				
2015-2016 Levy	1,222,000							810,930	411,070		
2016-2017 Levy	1,303,600								322,670	580,930	400,000
Construction Fund Balance	703,000	34,000	166,000				503,000				
BWSR Grant- BCWMO	400,000								400,000		
MPCA Grant-CWPGrant	94,933								94,933		
DNR Grants-LT Maint											
Total Levy/Grants	6,604,533	196,000	990,000	534,000	218,800	142,200	1,503,000	810,930	1,228,673	580,930	400,000

BWSR Grants Received 200,000
MPCA Grant-CWP (Total \$300,000) 75,000.00
19,932.80

Bassett Creek Construction Project Details

Proposed & Future CIP Projects (to be Levied)				Other Projects					Totals - All Projects	
	Total Proposed & Future CIP Projects (to be Levied)	2018 Bassett Cr Pk & Winnetka Ponds Dredging (2018 BCP-2)	2019 Bryn Mawr Meadows	Total Other Projects	TMDL Studies	Flood Control Emergency Maint	Flood Control Long- Term Maint	Channel Maint		
Original Budget Added to Budget				1,278,373.00 (250,000.00) 13,838.00 330,000.00		105,000.00	500,000.00	748,373.00 (250,000.00) 13,838.00 150,000.00	175,000.00	6,625,443.00 361,600.00 13,838.00 330,000.00
Expenditures:										
Feb 2004 - Jan 2005				6,949.19			3,954.44	2,994.75		637.50
Feb 2005 - Jan 2006				10,249.09	637.20		9,611.89			6,949.19
Feb 2006 - Jan 2007				23,486.95	23,486.95					10,249.09
Feb 2007 - Jan 2008				70,413.47	31,590.12			38,823.35		23,486.95
Feb 2008 - Jan 2009				31,868.63	31,868.63					70,413.47
Feb 2009 - Jan 2010				15,005.25	15,005.25					31,868.63
Feb 2010 - Jan 2011				168.00	168.00					15,607.25
Feb 2011 - Jan 2012				21,094.00	3,194.00			17,900.00		49,362.86
Feb 2012 - Jan 2013				6,732.00	1,815.00		4,917.00			92,395.89
Feb 2013 - Jan 2014			5,282.80	59,459.65			24,712.15	34,747.50		84,844.38
Feb 2014 - Jan 2015	5,282.80			137,357.54			110,580.19	26,777.35		134,865.50
Feb 2015-Jan 2016	21,960.59	21,960.59		95,611.50			95,611.50			450,868.52
Feb 2016-Jan 2017										1,704,491.57
Total Expenditures:	27,243.39	21,960.59	5,282.80	478,395.27	107,765.15		249,387.17	121,242.95		2,676,040.80
Project Balance	(199,446.39)	(21,960.59)	(5,282.80)	1,143,815.73	27,234.85	500,000.00	412,823.83	203,757.05		4,913,317.53
Project Totals By Vendor										
Barr Engineering	27,243.39	21,960.59	5,282.80	325,584.26	104,888.70		220,695.56			717,583.29
Kennedy & Graven				2,648.25	1,164.30		1,099.35	384.60		14,550.25
City of Golden Valley				55,287.50				55,287.50		628,163.38
City of Minneapolis				26,747.50				26,747.50		26,747.50
City of Plymouth				38,823.35				38,823.35		114,582.70
City of New Hope										1,067,371.77
MPCA										1,812.50
Blue Water Science				3,992.26			3,992.26			3,900.00
S E H				1,712.15	1,712.15					3,992.26
Misc										1,712.15
2.5% Admin Transfer										72,025.00
Transfer to General Fund				23,600.00			23,600.00			23,600.00
Total Expenditures	27,243.39	21,960.59	5,282.80	478,395.27	107,765.15		249,387.17	121,242.95		2,676,040.80
Levy/Grant Details										
2009/2010 Levy										
2010/2011 Levy				60,000.00	10,000		25,000	25,000		60,000
2011/2012 Levy				60,000.00	10,000		25,000	25,000		60,000
2012/2013 Levy				60,000.00	10,000		25,000	25,000		1,046,000
2013/2014 Levy				50,000.00			25,000	25,000		945,000
2014/2015 Levy				50,000.00			25,000	25,000		1,050,000
2015-2016 Levy										
2016-2017 Levy										
Construction Fund Balance				50,000.00			25,000	25,000		753,000
BWSR Grant- BCWMO										400,000
MPCA Grant-CWPGrant										
DNR Grants-LT Maint				13,838.00			13,838			
Total Levy/Grants				343,838.00	30,000		163,838	150,000		4,314,000



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5D – TH 169 SP 2772-111 – Plymouth
BCWMC November 16, 2016 Meeting Agenda
Date: November 8, 2016
Project: 23270051 2016 3007

5D TH 169 SP 2772-111 – Plymouth BCWMC 2015-33

Summary:

Proposed Work: Reconstruction of existing storm sewer and gutter, construction of new storm sewer, mill and overlay of Kilmer Lane

Basis for Commission Review: Work within the floodplain

Impervious Surface Area: 0.96 acres of impervious surface disturbed

Recommendation: Approval

General Background & Comments

The proposed project includes reconstruction of the storm sewer on TH 169 and Kilmer Lane between 26th Avenue North and 23rd Avenue and on 24th Avenue between Kilmer Lane and Medicine Lake Boulevard to eliminate low point flooding on TH 169 and Medicine Lake Boulevard in Plymouth. The project is located in the Medicine Lake direct subwatershed. Approximately 2.11 acres will be graded and the project impacts an impervious area of 0.96 acres, a portion of which is mill and overlay of Kilmer Lane.

Floodplain

The project is located within the Medicine Lake 100-year floodplain (elevation 890.3 ft.). A flared end section with riprap and filter material will be placed within the Medicine Lake floodplain. The project plans indicate that no fill shall be added to the floodplain; existing material will be removed to facilitate placement of the new flared end section with riprap and filter material at the existing grades in the Medicine Lake Water Quality Pond BC-98. Medicine Lake Water Quality Pond BC-98 is part of the Medicine Lake floodplain; the work in the floodplain for the project is the storm sewer installation in the pond. The project will involve minor excavation within the floodplain and will result in no net loss in floodplain storage.

Wetlands

The project appears to involve work near wetlands. The City of Plymouth is the LGU for administering the Minnesota Wetland Conservation Act of 1991.

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5D – TH 169 SP 2772-111 – Plymouth
Date: November 8, 2016
Page: 2
Project: 23270051 2016 3007

Stormwater Management

Under existing conditions, the project is tributary to a storm sewer which drains south on TH 169 and west on 24th Avenue North to the Medicine Lake Water Quality Pond BC-98. Under proposed conditions, the drainage patterns will ultimately remain the same; however, portions of the storm sewer will be reconstructed and a new outfall will be constructed to the Medicine Lake Water Quality Pond BC-98. The new outfall will help reduce flooding in the project area. The new outfall is also sized to accommodate a storm sewer connection to the future City of Plymouth, Kilmer Creek Stream Restoration project.

Water Quality Management

The project is a drainage improvement plan that creates less than one acre of new and/or fully reconstructed impervious surfaces. Based on the September 2015 BCWMC *Requirements for Improvements and Development Proposals* (Requirements) document, additional water quality treatment is not required. Water quality treatment for the site is currently provided by the Medicine Lake Water Quality Pond BC-98. Because the project will not change drainage areas or impervious area within the project site, the project will not have an impact on the water quality treatment provided by the Medicine Lake Water Quality Pond BC-98 as it is modeled in the BCWMC P8 model.

Erosion and Sediment Control

Since the area to be graded is greater than 10,000 square feet, the proposed project must meet the BCWMC erosion control requirements. Proposed temporary erosion control features include flotation silt curtain, inlet protection, silt fence, and sediment control log.

Recommendation

Approval; however, it is recommended that the volume of accumulated sediment in Medicine Lake Water Quality Pond BC-98 be evaluated and removed as necessary to restore the pond to its original design contours.

Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5E – 226 Peninsula Road – Medicine Lake
BCWMC November 16, 2016 Meeting Agenda
Date: November 8, 2016
Project: 23270051 2016 2094

5E 226 Peninsula Road – Medicine Lake BCWMC 2016-26

Summary:

Proposed Work: Replace existing single family home driveway and site grading

Basis for Commission Review: Work within the floodplain

Impervious Surface Area: Increase 1,779 sq. ft.

Recommendation: Approval

General Background & Comments

The proposed project includes demolition of the driveway and detached garage at an existing single family home and construction of a new driveway and site grading at 226 Peninsula Road in the City of Medicine Lake. The project is located at the northern end of the southern peninsula in the Medicine Lake direct subwatershed. The project parcel is 0.57 acres. Approximately 12,800 square feet will be graded resulting in an increase of 1,779 square feet of impervious surface from 8,026 to 9,805 square feet.

Floodplain

The project is located within the Medicine Lake floodplain (elevation 890.3). Site grading will result in increasing the flood storage at the site by 8.6 cubic yards.

Wetlands

The BCWMC is the LGU for administering the Minnesota Wetland Conservation Act (WCA) of 1991 in the City of Medicine Lake. There are two wetlands located in the southeastern portion of the site. An application was submitted for a request for delineation review, wetland type determination, and jurisdictional determination on July 28, 2016. On behalf of the BCWMC, Barr Engineering Co. reviewed and provided administrative approval of the wetland delineation and wetland type determination on September 14, 2016. Both wetlands are Type 2 fresh (wet) meadow wetlands. As part of the project, the wetlands will be excavated to provide compensatory floodplain storage for the floodplain fill resulting from the driveway construction. The wetlands will be excavated and converted to Type 4 deep marsh wetlands. Under the MN Wetland Conservation Act, excavation in Type 2 wetlands is not

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Co.
Subject: Item 5E – 226 Peninsula Road – Medicine Lake
Date: November 8, 2016
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Project: 23270051 2016 2094

considered an impact as long as the excavation does not result in filling, draining, or conversion to nonwetland; therefore, the proposed excavation is allowable under MN WCA.

Stormwater Management

Under existing and proposed conditions the northern portion of the site drains north toward Medicine Lake and the southern portion of the site drains to the wetlands in the southeastern portion of the site.

Water Quality Management

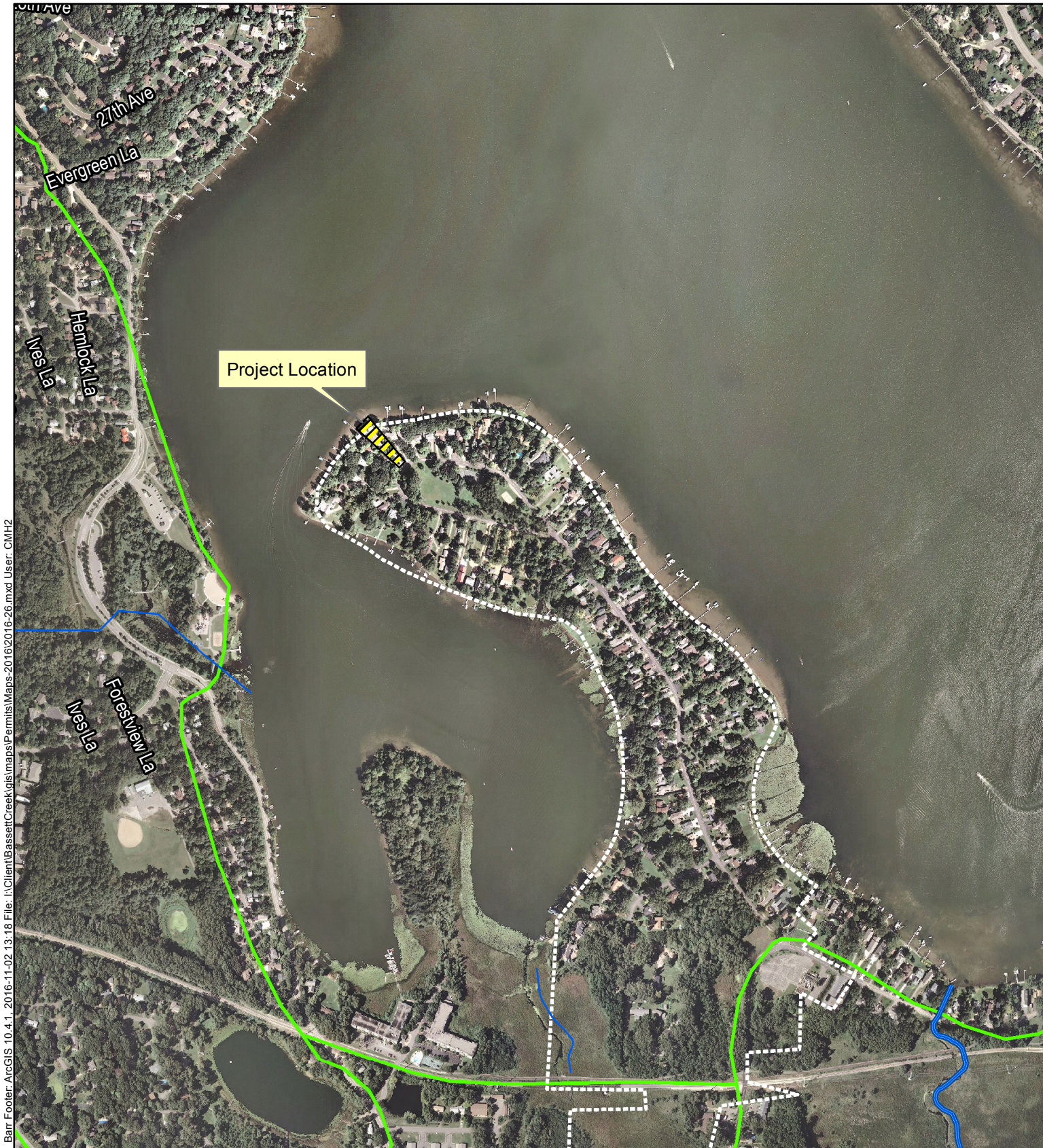
There is currently no constructed water quality treatment provided on the site. Because the project is creating and/or reconstructing less than one acre of impervious surface, no water quality treatment is required on-site by the BCWMC.

Erosion and Sediment Control

Although single family homes are exempt from the BCWMC erosion control review, an erosion control plan was provided. The City of Medicine Lake should review the erosion control plan, if required by city ordinances. Proposed temporary erosion control features include silt fence, a rock construction entrance, and inlet protection.







Recommendation

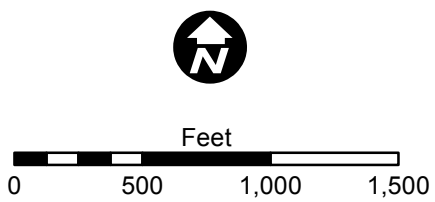
Approval; however, it is recommended that the applicant restore disturbed areas adjacent to the wetlands with a native seed mix.



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Imagery Source: Aerial Express (2009)

-  Project Location
-  Bassett Creek
-  WMC Boundary
-  Major Subwatershed
-  Municipality
-  Stream



LOCATION MAP
APPLICATION 2016-26
226 Peninsula Road
Medicine Lake, MN



Memorandum

To: Bassett Creek Watershed Management Commission
From: Barr Engineering Company
Subject: Item 6A. Presentation Regarding Medicine Lake Road and Winnetka Avenue Area (DeCola Ponds) Long-Term Flood Mitigation Plan
BCWMC November 16, 2016 Meeting Agenda
Date: November 9, 2016

6A. Presentation Regarding Medicine Lake Road and Winnetka Avenue Area (DeCola Ponds) Long-Term Flood Mitigation Plan

Recommendations

- Information only

Background

The Medicine Lake Road and Winnetka Avenue area long-term flood mitigation plan was the outcome of several studies and a long history of flooding in the area, including flooding at the low point on Medicine Lake Road east of Winnetka Avenue, and downstream in the DeCola Ponds system. The Cities of Golden Valley, New Hope, and Crystal recognized the magnitude of flooding, the potential public safety issues, and the contribution of the watershed runoff to this problem. To begin addressing the flooding issues, the three Cities supported the development of the long-term flood mitigation plan. Barr Engineering completed the long-term flood mitigation plan for the three cities in May 2016. The plan outlines critical flood mitigation projects and planning level costs that can be used to direct future efforts.

(Note: The Commission appointed a dispute resolution committee in 2013 to make recommendations to the Commission regarding a dispute about the distribution of costs for the study. The cities followed the Commission's recommendations.)

Project BC-2/BC-8 in the BCWMC's 2015-2015 CIP (Table 5-3 in the watershed management plan) and project BC-10 in the BCWMC's 2018-2022 CIP (working CIP) are projects in the long-term flood mitigation plan. The purpose of the presentation is to 1) provide the Commission with a summary of the plan and the recommended projects, since the BCWMC's CIP includes two of the projects; and 2) raise the Commission's awareness about remaining flooding issues in the watershed that need to be addressed.



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners
From: Laura Jester, Administrator
Date: November 8, 2016

RE: Item 6B. BCWMC Administrative Services Committee Recommendations

At their meeting on November 4th, the Administrative Services Committee discussed several policy-related items. The committee forwards the following recommendations to the Commission.

Item 6Bi – Policy Manual Updates

The draft BCWMC Policy document in Item 6Bi includes an excerpt of the complete document that has been a work in progress for several years. Some sections were previously adopted (see “adopted” notation for each policy), and others were never formally adopted.

The committee recommends adoption of policies 2.1 – 2.11 (excluding 2.6), with highlighted changes, found in Item 6Bi. This includes the approval of the Data Practices Procedure developed by the Commission’s legal counsel found in Appendix C (online). Additional policies will be refined and forwarded to the Commission in the coming months.

Please note there are two sections of “strategies to implement” within the policies that are recommended to be struck from the document due to duplication with other documents. Specifically, the strategies originally contained in policy 2.4 (Cities Responsibilities) are all included in the 2015 Watershed Management Plan. Also, the text in policy 2.7 (Policies and Procedures for Public Access to Documents) is included in the Data Practices Procedure (Appendix C).

Finally, these policies sometimes refer to the BCWMC Roles and Responsibilities. A current version of the document can be found here: <http://www.bassettcreekwmo.org/about/commissioner-orientation>. This document also needs review and refinement as some roles and expectations have shifted over the last few years.

Item 6Bii – Draft Policy for Cost Share of CIP Projects for Pollutant Removal Credits

The committee recommends that the Commission approve the guidance and policies included in the Item 6Bii.

Item 6Biii – Staff Performance Evaluations

The committee requests that Commissioners, Alternate Commissioners, TAC members, and staff help evaluate staff and provide feedback on their performance over the last year. You can return completed evaluation forms to committee chairman, Commissioner Mueller, at the November Commission meeting. Or you can complete it electronically and email it to him. The committee will review evaluations and will make recommendations for improvements and/or changes to consultant contracts. Results will also inform the process required biennially to solicit proposals for engineering services.

Item 6Bi.
BCWMC 11-16-16
Appendix C available online

Bassett Creek Watershed Management Commission



POLICY MANUAL

2016 DRAFT

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Appendices:

Appendix A. Roles and Responsibilities Document

Appendix B. Records Retention Policy

Appendix C. Data Practices Act Procedures

References (not included)

- A. Bassett Creek Watershed Management Commission Watershed Management Plan, September 2015
- B. Local Cooperation Agreement Between the Department of the Army and City of Minneapolis
- C. Mississippi WMO Joint and Cooperative Agreement for Boundary Change
- D. BCWMC Bylaws
- E. BCWMC Joint Powers Agreement

1 Introduction

The Bassett Creek Watershed Management Commission's (BCWMC) strategic management review in 2008 by Springsted, Inc. showed that a Policy Manual would facilitate consistent implementation of current governance and operational policies. In addition, this manual clearly documents policies and procedures for new BCWMC Commissioners and Technical Advisory Committee members. This document is the result of the Board's request for a manual that collects those policies in one place.

The foundation documents for the BCWMC are:

- Minnesota Statute 103B.201
- 1993 BCWMC Joint Powers Agreement
- 2001 revised BCWMC Bylaws
- the BCWMC Watershed Management Plan

This manual will be reviewed annually and updated as necessary. Within 60 days of adoption, this manual will be submitted to the Office of the State Auditor in compliance with Minnesota Statutes section 6.756, as will any revisions when adopted.

2 INTERNAL GOVERNANCE POLICIES

2.1 Board Member Interaction with Commission Consultants

Policy: All consultants to the Commission will work under the direction of the Administrator except for legal counsel and auditors who have a professional responsibility to the BCWMC. Consistent with this professional responsibility, Commissioners will endeavor to keep the Administrator and/or Commission Chair informed of conversations and other written communication with consultants as appropriate to facilitate the coordination of Commission activities.

Description: In order for the Commission to function as a cooperative entity and avoid contradictory assignments, it is necessary for the Administrator and/or Commission Chair to be kept informed of communications with consultants.

Applicable funding: Not applicable

Adopted:

Citation:

Strategies to implement policy:

1. In order to comply with Open Meeting law requirements, Commissioners will route communications with other Board members through the Administrator.
2. Commissioners will bring suggestions, requests and recommendation for consultant assignments and preparation of work products to the Commission for approval and assignment.

3. Individual Commissioners are encouraged to seek information and explanations, especially on upcoming agenda items, from consultants, but will exercise judgment to ensure such requests are reasonable in scope and number, and that substantial costs are not incurred in complying with such requests.
4. Individual Commissioners may not request the preparation of work product or substantial expenditures of time/effort by consultants to the Commission without authorization. The Chair, at her/his discretion, may request preparation of work product when necessary to expediently pursue the Commission's business, subject to the policies in this manual.
5. The Commission administrator must be made aware of upcoming requests for work product and studies from Commission consultants.

2.2 Guidelines for Consultant Services

Policy: Commission will establish clear guidelines which will allow the Commission and consultants to share the same expectations of duties and responsibilities.

Description: It is in the nature of the duties and responsibilities of the Bassett Creek Watershed Management Commission that the Commission's consultants (administrator, recording secretary, attorney, engineer, etc.) are sometimes called on to do work or provide services on behalf of the Commission when there is not an opportunity to secure prior authorization for the work by the Commission. These guidelines are intended to provide guidance to consultants in those situations.

Applicable funding: Not applicable

Adopted: May 2010

Citation: BCWMC Memo (Draft resolution, Item 4H, BCWMC Board agenda, April 15, 2010)

Strategies to implement policy:

1. When reasonably practicable, consultants will secure prior approval of the Commission for providing services to the Commission.
2. No prior authorization by the Commission is needed in the following circumstances:
 - a) Work or services included in the budget (if the budget for that item has not been exceeded).
 - b) Project reviews in response to applications received by the Commission.
 - c) Routine telephone calls or requests for information from Commissioners, member cities, government agencies, or citizens.
 - d) Responding to requests for information or assistance from member cities when services will not exceed \$2,000.
3. If the work or services ordered do not fall within the exceptions listed in strategy 2, above, the consultant will contact the Administrator for authorization to proceed. If the consultant is unable to contact the Administrator, the consultant may contact the Chair.

The Chair may give advice to the consultant as to whether to proceed with such work. The Chair may convene a meeting of the Executive Committee if, in the judgment of the Chair, such a meeting is warranted to decide whether to authorize the work.

4. The consultant may contact the Administrator for authorization to proceed at any time the consultant is in doubt about whether to proceed.
5. Budget exceedances must be approved by the Commission if they fall outside a \$2,000 limit.

2.3 Administrator Policies

Policy: The Administrator works at the direction of the Commission to assist the Board.

Description: The guide for the relevant policies pertaining to the Administrator will be governed by the contract between the Administrator and the Commission, as well as the Work Plan.

Applicable funding: Annual budget amount

Adopted: April 2010

Citation: BCWMC Administrator's contract

Strategies to implement policy: (See contract with BCWMC Administrator and Roles and Responsibilities Document in Appendix A)

2.4 Cities Responsibilities

Policy: The BCWMC has been a successful organization due to its leadership and the cooperation of the nine member cities. Cities have responsibilities to the BCWMC, as set by either the policies stated in the BCWMC Watershed Management Plan (WMP), the joint powers agreement, or BCWMC board actions.

Description: A key means by which the Commission works with cities is by working cooperatively to identify water quality improvement and flood control projects within the Commission watershed.

Applicable funding: Administrative fund

Adopted: 2004, Updated November 16, 2016

Citation: BCWMC Watershed Management Plan

Strategies to implement policy:

See 2015 Watershed Management Plan sections 5.2.1 (City Responsibilities) and Section 4.0 (Policies) and Roles & Responsibilities Document

~~1. **Technical Advisory Committee:** The BCWMC amended its bylaws in July 2001 to allow each member city to appoint a technical advisor to the BCWMC. This helped maintain continuity as the BCWMC transitioned to citizen leadership, and provided an important opportunity for continuous communication between the member cities and the BCWMC. The technical advisors are allowed to ask questions and express opinions,~~

- ~~but are not allowed to vote. It is the responsibility of each member city to appoint a technical advisor and encourage the technical advisor to attend the BCWMC meetings.~~
- ~~2.—**Project Review & Permitting:** Each member city is responsible for informing developers and other project applicants regarding the BCWMC policies. City staff is responsible for providing applicants with the BCWMC development requirements or directing applicants to the BCWMC website at www.bassettcreekwmo.org. Questions or comments regarding the BCWMC policies or development requirements may be directed to the appropriate Commissioner or to the BCWMC staff. The BCWMC will review developer's submittals and other proposed projects only after the applicant demonstrates that the project has received preliminary approval from the member city, indicating compliance with its existing local plan. Once the proposed project has received preliminary approval from the city, the BCWMC Application Form shall be signed by city staff and submitted to the BCWMC for its review. The signed application form authorizes the BCWMC or its staff to commence its review.~~
 - ~~3.—**Permitting:** The BCWMC does not issue formal permits. Instead, the member cities must implement the BCWMC's development policies. See the WMP for further details. The BCWMC or its staff will send a letter of approval to each member city, stating the proposed project meets the requirements of the BCWMC Plan, prior to the city issuing its construction permit or other approval.~~
 - ~~4.—**Commissioner and Alternate Commissioner appointment:** Each member city is entitled to appoint one Commissioner and one alternate Commissioner to the BCWMC Board of Commissioners. See the WMP for information about Commissioner appointments and terms.~~
 - ~~5.—**Local watershed plan:** Each member city is required to prepare a management plan that conforms with the BCWMC Plan. The BCWMC is required to review and approve each municipal plan. See the WMP for more information about local watershed planning and requirements.~~
 - ~~6.—**Implement water quality improvement projects:** The BCWMC, in cooperation with the member cities will implement the water quality improvement projects listed in the WMP, Table 5-3.~~
 - ~~7.—**Land Acquisition:** Each member city is required to acquire the necessary easements or right-of-way or interest in land upon order of the BCWMC board of Commissioners.~~
 - ~~8.—**Pollution Control and Water Quality:** Each member city shall refuse to allow the drainage of sanitary sewage or industrial wastes onto any land or into any watercourse or storm sewer discharging into Bassett Creek.~~
 - ~~9.—**Finances:** Each member city is required to contribute each year to the BCWMC general fund.~~
 - ~~10.—**Bassett Creek Flood Control Project:** The Operation and Maintenance Manual for the Bassett Creek Flood Control Project requires an annual inspection to review the condition of the flood control features. See Flood Control Project Policy Section XXX.~~

- ~~11. **Other Proposed Flood Control Projects:** The cities must submit all proposed changes to either existing control structures, structures along the BCWMC trunk system, or structures between the BCWMC storage sites and the designated trunk, to BCWMC for review and approval before any changes can be made (from WMP, Section 5.2.2.1, policy K).~~
- ~~12. **City Ordinances:** The member cities will implement ordinances in conformance with the BCWMC's WMP and other policies (from WMP, Section 6.2.2, policy). City ordinances must also include the requirements and procedures for reviewing, approving and enforcing erosion control plans (from WMP, Section 6.2.2, policy F).~~
- ~~13. **Stream Restoration:** The member cities are to complete and update their inventories of significant erosion and sedimentation areas along the Bassett Creek trunk system and share this information with the BCWMC (from Section 7.2.2, policy F of the Watershed Management Plan). The BCWMC will allocate funds from the Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund only for those areas identified in a completed inventory.~~
- ~~Member cities are responsible for funding stream maintenance and repairs that are primarily aesthetic improvements (from Section 7.2.2, policy J).~~
- ~~14. **Wetlands Management:** Member cities will be in conformance with State law, Commission policies, and the WMP.~~
- ~~The member cities are required to manage wetlands in accordance with the WCA (from WMP, Section 8.2.2, policy F). The cities of Crystal, Golden Valley, Minneapolis, Minnetonka, New Hope, and Plymouth are the LGUs responsible for administering the WCA.~~
- ~~15. **Groundwater:** The member cities must conform to State law and the BCWMP WMP regarding groundwater.~~

2.5 Committee Responsibilities

Policy: Committees will be assigned clear guidelines by the Commission to help with the efficient operation of the Commission.

Description: The Bassett Creek Watershed Management Commission has several committees with separate responsibilities. Examples of committee include the Education, Administrative Services, and Budget Committees. These guidelines are intended to provide guidance to Commissioners.

Applicable funding: Some committee work includes making recommendations on Commission spending. Not applicable

Adopted: July 2001, Amended November 16, 2016

Citation: BCWMC Bylaws, Article VI, Section 3, Roles and Responsibilities Document (Appendix A)

Strategies to implement policy:

1. Commissioners are encouraged to serve on BCWMC committees to deepen their awareness and knowledge of Commission issues.

2. Committees may contain persons who are not members of the Commission.
3. Commission may assign additional tasks to committees specific to its' duties.

2.6 Records and Data Retention

Policy: The Commission will establish and maintain an active, continuing program for the economical and efficient management of its records as required by Minnesota Statutes 138.17, Subdivision 7.

Description: In furtherance of this policy, the Commission has adopted the attached Record Retention Schedule (Appendix B). The Record Retention Schedule provides the Commission's plan for managing its records by establishing minimum retention periods for the records based on their administrative, fiscal, legal and historic value. It lists categories of records that are maintained by the Commission, identifies how long the Commission will retain them, whether records are to be available, withheld or destroyed under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and how they are being stored.

Applicable funding: Administrator and/or Admin Services budgets

Adopted: Updated February 2015 – but not formally adopted

Citation: Minnesota Statutes 138.17, and Minnesota Statutes Chapter 13

Strategies to implement policy:

See Appendix A

Not Being Considered at November meeting

2.7 Policies and Procedures for Public Access to Documents

Policy: BCWMC data will be available to the public as per the Data Practices Act (DPA), Minnesota Statutes, Chapter 13 and as outlined in the BCWMC Data Practices Procedures (Attachment C)

Description: This policy is adopted pursuant to Section 13.03, subdivision 2 of the DPA, which states that every public body shall establish procedures to implement the DPA. The DPA states that data of public bodies are to be available to the public unless specifically exempted under the law in cases where individual privacy would be violated or where other valid concerns outweigh the interest in public availability. In addition, the Commission has adopted and maintains a Records Retention Schedule, which is an index of the records and data maintained by the Commission. The Commission recognizes the public interest in open access to its data as well as the public interest that requires that certain types of data not be publicly available. It is the intent of the Commission to comply fully with the DPA and, where the DPA allows for the exercise of judgment, to exercise that judgment consistent with the public interests underlying the law.

Applicable funding: Administrator and/or Admin Services Budgets

Adopted:

Citation: BCWMC Data Practices Procedures (Attachment C)

Strategies to implement policy:

- ~~1. Follow Data Practices Procedures Document (Attachment C). Procedure for Review of Commission Documents~~
- ~~2. —~~
- ~~3. All requests to inspect or receive copies of Commission data, and all other inquiries regarding the DPA, must be in writing and sent by U.S. Mail, addressed to the “Data Practices Compliance Official,” at the following address:~~
- ~~4. —~~
- ~~5. Bassett Creek Watershed Management Commission~~
- ~~6. 7800 Golden Valley Road~~
- ~~7. Golden Valley, MN 55427~~
- ~~8. —~~
- ~~9. The Chair of the BCWMC is designated as the Responsible Authority and the BCWMC Administrator is designated as the Data Practices Compliance Official.~~
- ~~10. Requests to inspect or obtain copies of Commission data must be in writing to ensure that the Commission’s response is timely and complete. In the case of an individual who wishes to inspect Commission data, the Data Practices Compliance Official will help to ensure that documents of interest have been gathered, that documents to be withheld from inspection pursuant to the DPA have been segregated, and that someone is available to assist the requesting individual. The Commission will provide requested data for inspection at the Commission office, or other location to be specified by the Data Practices Compliance Official. Commission files may not be removed.~~
- ~~11. The DPA requires that individuals be permitted to inspect or copy data within a reasonable time of a request. The Commission will attempt to respond to requests as quickly as possible. The response time will vary depending on the breadth of the request and the completeness and accuracy of the request.~~
- ~~12. If the Commission determines that certain data cannot be made available for inspection or copying, it will inform the individual of the classification of the data in question under the DPA and of the legal basis for denial of access.~~
- ~~13. The Commission may provide requested copies of data immediately or may advise that the copies will be provided as soon as reasonably possible thereafter. The ability to provide copies immediately depends on the number of copies requested, the availability of copying equipment, staff workload and the need to deliver the data elsewhere for copies to be made (e.g., oversize documents, tapes, electronic data).~~
- ~~14. Costs~~
- ~~15. There is no cost to inspect documents. If document copies are requested, the requesting individual will be charged 25 cents per page for up to 100 standard sized black and white copies. Copies of documents will not be certified as true and correct copies unless certification is specifically requested. The fee for certification is \$1 per document.~~
- ~~16. With respect to oversize copies, tapes, electronic data, photographs, slides and other unusual formats, the requesting individual will be responsible for the actual cost incurred by the Commission to make the copy itself or to use a vendor.~~
- ~~17. An individual requesting copies or the electronic transmittal of more than 100 pages of data is responsible to pay the Commission the actual cost, including the cost of staff time, to search for and retrieve data and to make, certify, compile and transmit copies. Staff~~

~~costs will be assessed based upon established hourly rates.~~

~~18. If an individual so asks, before copies are made the Commission will advise of the approximate number of pages of documents responsive to a request or the likely cost of responding to a request. Payment may be made by check. The Commission may require payment in advance.~~

~~19. When an individual asks for a copy of data that have commercial value and were developed with a significant expenditure of public funds by the Commission, the Commission may charge a reasonable fee that relates to the actual cost of developing the data. As a condition of making certain commercially valuable data available, the Commission may require execution of a license agreement limiting use or further distribution.~~

2.8 Public Purposes Expenditures

Policy: The Bassett Creek Watershed Management Commission policy is to spend public money only for Commission purposes. To that end, the Commission has adopted a policy regarding expenditures for travel, training, etc.

Description: Minnesota law mandates that governmental entities make expenditures only for public purposes and only as authorized to accomplish the purposes for which the entity was created. The BCWMC establishes the following policy and protocols to ensure that BCWMC expenditures serve clear, documented watershed purposes. The BCWMC will be responsible for the implementation of this policy and associated protocols.

Applicable funding: Not applicable

Adopted:

Citation:

Strategies to implement policy:

1. **Travel.** The BCWMC may pay reasonable and necessary expenses for travel, lodging, meals and appropriate incidental expenses related to the performance of official BCWMC functions. Expenditures must be approved in advance by the Commission and must be directly related to the performance of BCWMC functions.

A staff member or Commissioner will be reimbursed for mileage expenses incurred when using the staff's or Commissioner's personal vehicle to conduct BCWMC business. Mileage will not be reimbursed for travel to and from BCWMC regular, special, or committee meetings. Mileage will be reimbursed at the tax-deductible mileage rate set by the federal Internal Revenue Service. Mileage expenses need not be approved in advance, but mileage expenses will be reimbursed only when accompanied by documentation of the date, number of miles traveled, purpose and destination(s).

2. **Staff and Commissioner training.** The BCWMC may pay reasonable registration, tuition, travel and incidental expenses (including lodging and meals) for education, development and training when expenditures are directly related to the performance of duties. Expenditures must be approved in advance by the Commission.

3. **Food and beverages.** The BCWMC may pay for food and beverages when necessary to ensure meaningful, efficient and effective participation of staff, Commissioners/staff or the public in activities, events and functions directly related to BCWMC purposes. Circumstances under which BCWMC expenditures for food and beverages will be allowed include:
 - a. Food and/or beverages provided as part of a structured agenda of a conference, workshop, work session, outreach meeting, seminar, when the topic or subject of which relates to the official business of the BCWMC and the majority of the participants are not BCWMC staff or Commissioners/staff;
 - b. Food and/or beverages may be provided as part of a formal meeting primarily for BCWMC staff or Commissioners/staff where food and/or beverages are necessary to facilitate the conduct of the meeting, to ensure continuity and support the participation of staff, Commissioners/staff and other participants. Examples of potential qualifying events include:
 - i. An extended planning or operational analysis meeting;
 - ii. An extended meeting of department Commissioners/staff, with or without BCWMC Commissioners/staff, to develop long-term strategic plans;
 - iii. A structured training session for staff generally; or
 - iv. Official meetings of the BCWMC Commission, a committee, task force or advisory group.
 - c. Food and/or beverages may be provided for occasional staff recognition and appreciation events and activities, when approved by the Commission in accordance with a BCWMC staff recognition and appreciation policy and budget.
 - d. The BCWMC may pay for food and/or beverage expenses incurred in connection with a meeting or event attended by staff and/or Commissioners/staff, the primary purpose of which is to discuss, negotiate or evaluate a plan, program, project or other endeavor directly related to BCWMC purposes.
 - e. BCWMC meetings and training sessions will be scheduled to avoid the need to provide food whenever possible.
 - f. The BCWMC will not pay for alcoholic beverages under any circumstances.
4. **Outreach and stakeholder involvement.** The BCWMC may pay for community and stakeholder outreach and involvement programs to ensure the efficient and effective conduct of BCWMC programs, projects and meetings conducted to gather public and intergovernmental input and participation in BCWMC planning, research, rulemaking and program or project design.
5. **Membership, donations.** BCWMC funds may be expended for membership in professional organizations if the organization is an association of a civic, educational or governmental nature and its activities are directly related to BCWMC purposes or the improvement of BCWMC operations. BCWMC funds may not be donated to any

professional, technical or charitable organization, person or private institution. The BCWMC may contract for services rendered by such organizations.

6. **Protocols.** The following protocols are established to ensure compliance with above policies:
 - a. All invoices or reimbursement requests must include or be accompanied by a copy of the Administrator’s written approval and must include itemized receipts or other appropriate documentation of expenses incurred. Documentation also must include the date the expense(s) were incurred, location, purpose, participating or attending individuals and relevant affiliation, explanation of the need for food and/or beverage for the meeting, event or activity, and any other relevant information.
 - b. Copies of all documentation specified herein will be recorded and maintained in accordance with the BCWMC records retention policy.
7. **Miscellaneous.**
 - e. The BCWMC administrator will secure an approval described above for expenses he or she will incur from the Chair of the Commission, except that the Administrator may approve expenses for BCWMC-conducted programs, events, and activities.

2.9 Investment and Depository of Funds

Policy: The Commission adopts the following guidelines regarding investment of Commission funds.

Description: It is the responsibility of the Commission to invest Commission funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio and to ensure compliance with statutory requirements applicable to the Commission’s designation a depository financial institution. Investments will be made in compliance with statutory constraints and in safe, low-risk instruments.

Applicable funding: Operating budget

Adopted:

Citation: Minnesota Statute Chapter 118A

Strategies to implement policy:

1. **Scope.** This policy applies to all financial assets of the Commission including but not limited to:
 - General Fund
 - Construction Fund
2. **Designation of Depository and Collateralization.** The Commission annually will designate a financial institution or institutions in the State of Minnesota as the depository of Commission funds. In the event the Commission does not designate a depository in any particular year, the last-designated depository will continue in that capacity. Each depository will furnish collateral, as necessary, in the manner and to the extent required by Minnesota Statutes section 118A.03, as it may be amended,

and other applicable law. Collateral will be held in safekeeping in compliance with Section 118A.03, as it may be amended.

3. **Delegation of Authority.** Minnesota Statutes section 118A.02 provides that the governing body may authorize the treasurer or chief financial officer to make investments of funds under Sections 118A.01 to 118A.06 or other applicable law. The Commission authorizes the Treasurer or Deputy Treasurer to invest Commission funds pursuant to this policy and state law for the Bassett Creek Watershed Management Commission.

The Treasurer or Deputy Treasurer shall assure compliance with this policy and further develop and maintain adequate controls, procedures, and methods assuring security and accurate accounting on a day-to-day basis.

4. **Objectives.** At all times, the Commission's investments shall be made and maintained in accordance with Minnesota Statutes Chapter 118A as it may be amended. The primary objectives of the Commission investment activities shall be in the following order of priority:

- i. Security

Security of principal is the foremost objective of the investment portfolio. Preserving capital and protecting investment principal shall be the primary objective of each investment transaction.

- ii. Liquidity

The investment portfolio shall remain sufficiently liquid to meet projected disbursement requirements.

- iii. Return on Investment

The investment portfolio shall be designed to manage the funds to maximize returns consistent with items A and B above and within the requirements set forth in this policy.

5. **Prudence.** The "prudent person" standard shall be applied in managing Commission investments. All investment transactions shall be made in good faith with the degree of judgment and care, under the circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs, in accordance with this policy.
6. **Eligible Investments.** All investments will be considered eligible if they are made in accordance with Minnesota Statutes Section 118A.04.
7. **Investment Restrictions.** In addition to statutory prohibitions, investments specifically prohibited are derivative products, structured notes, inverse index bonds, repurchase agreements not authorized by statute, and other exotic products.
8. **Safekeeping.** Commission investments, contracts and agreements will be held in safekeeping in compliance with Minnesota Statutes Section 118A.06. In addition, before accepting any investment of Commission funds and annually thereafter, the supervising officer of the financial institution serving as a broker for the

Commission shall submit a certification stating that the officer has reviewed the Commission Investment and Depository Policy and incorporated statement of investment restrictions, as well as applicable state law, and agrees to act in a manner consistent with the policy and law. The Commission will annually will provide the policy, as it may be amended. The certification shall also require the supervising officer to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the Commission. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the Commission funds.

9. **Conflict of Interest.** Any Commissioner or staff member involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair his/her ability to make impartial investment decisions.
10. **Internal Controls and Reporting.** Internal controls are designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. Before the Commission invests any surplus funds, competitive quotations shall be obtained. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations will be requested for instruments that meet the maturity requirement. The Commission will accept the quotation that provides the highest rate of return within the maturity required and within the limits of this policy.

The Commission Treasurer or Deputy Treasurer shall be limited to investing funds for up to a maximum term of seven years. The Commission administrator shall request approval from the Commission to authorize investment of funds for terms exceeding seven years.

Monthly, the Commission Treasurer or Deputy Treasurer shall provide an investments report to the Commission. Investments shall be audited and reported with financial statement annually. It shall be the practice of the Commission to review and amend the investment policy from time to time as needed.

2.10 Required Scheduled Activities

Policy: The Commission will carry out the following tasks annually:

- ~~Annual-f~~Financial audit
- ~~Annual-s~~Selection of official newspaper
- ~~Annual-s~~Selection of BCWMC officers
- ~~Annual-d~~Depository bank identification
- Sett operating budget and cities assessments
- ~~Bi-annual-e~~Consultant solicitation (biennial)

Description: These tasks are required by the BCWMC Joint Powers Agreement.

Applicable funding: Not applicable

Adopted:

Citation: BCWMC Joint Powers Agreement

2.11 Code of Ethics/Conflict of Interest

Policy: The Bassett Creek Watershed Management Commission seeks to operate in accordance with high ethical standards and wishes to establish clear guidelines for the ethical conduct of Commission business.

Description: Ensuring that conflicts of interest do not affect Commission proceedings is an essential element of maintaining high ethical standards. Therefore, to supplement and specify its commitment to compliance with the Ethics in Government Act, Minnesota Statutes section 10A.07, the Commission has adopted a conflict of interest policy.

Applicable funding: Not applicable

Adopted:

Citation:

Strategies to implement policy:

1. **Disclosure of conflicts.** A Commissioner who has a personal financial interest, or other private interest or relationship that limits the Commissioner's ability objectively to consider, deliberate or vote, in a matter scheduled to come before the board must prepare a written statement describing the matter requiring action and the nature of the potential conflict, and deliver the statement to the Chair of the Board of Commissioners prior to the board's consideration of or taking action on the matter. If a potential conflict arises and a Commissioner does not have sufficient time to prepare a written statement, the Commissioner must orally inform the board prior to discussion of the matter.
2. **Abstention.** A Commissioner must abstain from chairing any meeting, participating in any vote, offering any motion, or participating in any discussion on any matter that may substantially affect the Commissioner's financial interests or those of an associated business or family member, unless the effect on the Commissioner is no more than on any other member of the Commissioner's business classification, profession or occupation. Commissioners must also abstain from chairing any meeting, participating in any discussion, offering any motion, or voting on any matter in which a private interest or relationship of the Commissioner limits the Commissioner's ability objectively to consider, deliberate or vote. The Commissioner's nonparticipation in the matter will be recorded in the minutes.

DRAFT

Policy for Cost Share of CIP Projects for MIDS Pollutant Removal Credit

Background:

In 2015, the Commission agreed to allow the cities of New Hope and Golden Valley to take partial credit for pollutant removals from BCWMC CIP projects for adjacent city projects in order to comply with the Commission's water quality standards or Minimal Impact Design Standards (MIDS) requirements for linear developments/projects. This was allowed because the cities were providing some funding for the CIP projects, however there was no guidance to the Commission for making these decisions. The Commission realizes that there may be instances where collaboration with a member city on a CIP project may have benefits including cost savings and/or the implementation of a more comprehensive or more effective project. The Commission's cost sharing of a project where a member city plans to use a portion of the pollutant removal credits must follow these policies.

Policies:

1. If cities know that they plan to request pollutant removal credit from a particular future CIP project, that information should be presented during the development of the 5-year CIP list.
2. A request to share in the costs and take pollutant removal credits must come from a member city no later than during the feasibility study phase of the project.
3. The city must demonstrate an explicit reason and need for the request to take pollutant removal credit such as plans for a future project or development in the same area.
4. The city must demonstrate that other mechanisms (including innovative and emerging technologies) for pollutant removal in the area are not possible, are considerably less practical, or are considerably more costly than collaborating on the CIP project.
5. The city must contribute financially to the project in the same ratio of city costs to total project costs as city pollutant removal credit to total pollutant removal, as determined through the feasibility study.
6. The city project for which pollutant removal credit is being sought must be located within the same BCWMC [subwatershed](#) as the CIP project.
7. The agreement between the city and the BCWMC to design and construct the project must include appropriate language detailing the cost sharing/pollutant removal arrangement.

Bassett Creek Water Management Commission

2016 STAFF PERFORMANCE ASSESSMENT

PART I: ADMINISTRATOR
Laura Jester, Keystone Waters, LLC

PART II: STAFF ENGINEER
Karen Chandler, Barr Engineering

GENERAL INSTRUCTIONS—APPLICABLE TO PARTS I & II

Rating Levels

Please check one of four levels to describe overall performance.

Exceed Expectations

Performance exceeds requirements for major accountabilities.

Meets Expectations

Performance meets requirements. Results are satisfactory.

Below Expectations

Performance needs improvement. Results are acceptable but not satisfactory.

NA = No Answer, Not Applicable, Don't Know, or Not Sure

Decline to answer, not applicable, or don't know enough or not sure enough to make a fair assessment. Clarify which in comment section.

This form can be used to provide feedback, kudos, comments, and, where necessary, suggestions for improving performance.

Major Areas of Responsibility

For each of the two positions (Part I and Part II), major areas of responsibility are identified. Each area's performance rating should be based on the overall performance of that area as defined. Comments can be included to identify concerns or areas where performance is outstanding.

These performance assessment criteria reflect the listing of roles and responsibilities in the June 2013 document entitled "Roles and Responsibilities: Consultants, Commissioners, Technical Advisory Committee, and other Commission Committees". Content relevant to these two positions from the June 2013 document are included in Appendix A.

Please indicate your role with the Commission:

Commissioner TAC Member Commission Staff Other

RETURN THIS COMPLETED FORM AS AN EMAIL ATTACHMENT PRIOR TO THE END OF NOVEMBER 2016 TO THE FOLLOWING ADMINISTRATIVE SERVICES COMMITTEE MEMBERS:

Guy Mueller, guymueller1@gmail.com

PART I: BCWMC ADMINSTRATOR--LAURA JESTER

Areas of Responsibility, I through VIII:

I. ***Leadership and working relationships with commissioners, professional staff, and the Technical Advisory Committee.*** Includes meeting attendance, preparation of agenda materials, communications, relationships with commissioners and staff, and leadership in helping to formulate and implement the Commission's strategies.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

II. ***Relationships and responsiveness to other stakeholders.*** These include residents and citizen groups, State (DNR, BSWR), Hennepin County, West Metro Water Alliance, and Met Council officials. This area also includes media relations, education, and outreach for creating a broader understanding of the Commission's goals and accomplishments.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

III. Policies. Effectiveness in (a) maintaining and updating the Commission’s Policy Manual and (b) guidance to ensure that Commission actions are consistent with policy directives.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

IV. Fiscal and Business Management. This area includes (a) preparation and communication of the Commission’s annual budget, monthly reports, budget updates, annual work plan, annual report, dues to member cities, and levy requests to Hennepin County; (b) diligence in preventing budget shortfalls and achieving cost-effective use of resources; and (c) oversight of contracts with consultants and other outside entities.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

V. **Capital Improvement Program.** This area includes the Administrator’s capabilities in working with the TAC and the Commission Engineer to (a) update the list of possible projects, (b) guide the selection and scheduling of projects, (c) track project status, and (d) facilitate Plan/Program amendments.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

VI. **Grants.** Effectiveness in supporting the Commission Engineer on grant applications and reporting, on identifying new partnerships, and on securing new sources of outside revenue.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

VII. **Guidance on priorities.** Guidance to the Commission on scheduling priorities for competing projects based their technical merit and their relative cost-effectiveness in meeting Commission goals and policies.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

VIII. **Creativity and Innovation.** Creativity, leadership, and communication in helping the Commission and its member cities identify more cost-effective, aesthetically appealing, or environmentally sensitive ways to improve water quality, reduce flooding, and increase infiltration of stormwater.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

PART II: BCWMC STAFF ENGINEER—KAREN CHANDLER

Where applicable, use the Comments sections to clearly identify and add feedback regarding the engineering services provided by other members of the engineering team.

Barr Engineering staff.

Key Barr employees include:

Karen Chandler, P.E. (952-832-2813) kchandler@barr.com

Jim Herbert, P.E. (952-832-2784) jherbert@barr.com

Len Kremer, P.E. (952-832-2781) lkremer@barr.com

Major Areas of Responsibility, I through IX:

I. Support to the Commission on water quality monitoring, TMDL implementation, and water quantity monitoring.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

II. *Working relationships with commissioners, the Commission’s Administrator, other staff, and other engineering firms employed by the Commission or its member cities.*

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

III. *Relationships with other stakeholders.* These include residents and citizen groups, State, Hennepin County, and Met Council officials, etc.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

IV. **Review of redevelopment/development projects.** This area includes the Engineer's competence and responsiveness in providing timely reviews of development projects that meet the Commission's criteria for potentially impacting water quality or flooding.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

V. **Capital Improvement Program.** This area includes the Engineer's effectiveness in helping the Commission manage its Capital Improvement Program including reviewing or performing feasibility studies, providing guidance with respect to each project's technical merit, regulatory compliance, cost-value considerations, and conformity with Commission goals and policies. It also includes reviews of CIP project designs.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

VII. **Maintenance of the watershed XP-SWMM hydrologic and hydraulic model and the P8 water quality model.**

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

VII. **Grants.** Effectiveness in supporting the Commission and its administrator on grant applications and reporting, on identifying new partnerships, and on securing new sources of outside revenue.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

VIII. **Guidance on priorities.** Guidance to the Commission on establishing scheduling priorities for competing projects based their technical merit and their relative cost-effectiveness in meeting Commission goals and policies.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

IX. **Creativity and Innovation.** Creativity, leadership, and communication in helping the Commission and its member cities identify more cost-effective, aesthetically appealing, or environmentally sensitive ways to improve water quality, reduce flooding, and increase infiltration of stormwater.

Exceeds _____

Meets _____

Below _____

NA _____

Comments and suggestions for improvement:

Appendix A

Excerpts from:

***Roles and Responsibilities
Consultants, Commissioners, Technical Advisory Committee,
and other Commission Committees
June 2013***

ADMINISTRATOR

1. Implements the strategic direction as set by the Commission.
2. Responds to direction from the Commission.
3. Acts as the primary point of contact and maintains direct communication with Commissioners, TAC members, member cities, consultants, state and local agencies, the public, the media, and other partners (e.g. Met Council, West Metro Water Alliance, Hennepin County, etc.).
4. Attends meetings of the Commission, Technical Advisory Committee, and other Commission Committees.
5. Represents the Commission at various meetings and through correspondence with partners and outside interests or groups.
6. Provides primary coordination during the development of the Watershed Management Plan, policy manuals, Education and Outreach Plan, and other organizational documents.
7. Works with the Commission, and the Commission engineer, legal counsel, deputy treasurer, and recording secretary, as necessary, to update and follow the policy manual.
8. Coordinates the work of Commission engineer, legal counsel, deputy treasurer, and recording secretary as necessary.
9. Prepares meeting agendas and meeting materials for regular and special Commission meetings and meetings of Commission committees.
10. Works with Commission engineer, legal counsel, deputy treasurer and recording secretary to coordinate and communicate the work of the Commission.
11. Coordinates and oversees work of other consultants, contracts and agreements; reviews all invoices to the Commission.
12. Works with TAC and Commission Engineer to develop annual CIP and to keep CIP “fact sheets” updated.
13. Tracks status of Commission budget, including CIP project budgets and the closed project account, and coordinates this work with the Deputy Treasurer.
14. Coordinates administrative tasks related to shepherding capital projects through various processes including Plan amendments, Hennepin County approval process, BWSR approval process, etc.
15. Identifies opportunities and helps to secure grant funding and develop partnerships

- to accomplish Commission goals, in coordination with Commission Engineer.
16. Tracks progress and implementation of Commission projects and activities including objectives, schedules and budgets in coordination with Commission Engineer.
 17. Leads the development of annual budget (in coordination with Budget Committee), annual report, and annual work plan; communicates with Hennepin County regarding maximum and actual annual levy amounts.
 18. Assists the Commission with performance reviews of contractors.

ENGINEER

1. Responds to direction from the Commission and Administrator.
2. Reviews development plans and reports to Commission and member cities on compliance of the plans with regards to Commission review standards, requirements, policies and procedures.
3. Performs erosion control inspections of Commission-approved projects, as needed.
4. Performs inspections of the Commission's flood control project and prepares report with recommendations.
5. Performs inspections of the Commission's CIP projects and prepares report with recommendations.
6. Develops and writes the Watershed Management Plan at the direction of the Commission and with input from the TAC, watershed residents, state agencies, and partners; and assists the Administrator with coordinating certain aspects of Watershed Management Plan development.
7. Represents the Commission on a technical level at various meetings and through correspondence with partners and others as directed by the Commission or Administrator.
8. Provides technical recommendations to the Commission on projects, plans, and monitoring programs.
9. Coordinates and performs (as directed) water monitoring activities, feasibility studies, project designs and other projects or programs as directed by the Commission.
10. Coordinates with the TAC, helps set TAC meeting agendas, provides meeting materials as needed, and prepares TAC memo to Commission, with assistance from the TAC and Administrator.
11. Provides meeting agenda items and meeting materials to the Administrator.
12. Identifies opportunities and helps to secure grant funding and develop partnerships to accomplish Commission goals.
13. Reviews member cities' local water management plans for conformity with

Commission plan, as directed by the Commission.

14. Assists Commission with reporting on TMDL implementation progress (including water quality modeling).

15. Maintains the Commission's watershed-wide hydrologic and hydraulic (XP SWMM) model and water quality (P8) model for use in floodplain management and to assess impacts of water quality best management practices.

16. Apprises the Commission of technical innovations in stormwater management and proposed policy/rule/statute changes that could affect the Commission.

17. Stores development/project review files and technical data.



Bassett Creek Watershed Management Commission

MEMO

Date: November 8, 2016
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

Aside from this month's agenda items, the Commission Engineers, city staff, committee members, and I continue to work on the following Commission projects and issues.

CIP Projects (more resources at <http://www.bassettcreekwmo.org/projects.>)

2017 Plymouth Creek Restoration Project, Annapolis Lane to 2,500 feet Upstream (2017CR-P): The final feasibility study is now available online at <http://www.bassettcreekwmo.org/index.php?cID=284>. The Hennepin County Board approved the 2017 maximum levy request at their meeting on July 28th. Applications for a [Clean Water Fund grant](#) and a [Hennepin County Opportunity Grant](#) were submitted in August and September, respectively. At the September meeting, the Commission held a public hearing on the project and adopted a resolution ordering the project and certifying a final levy to Hennepin County. Also at that meeting, the Commission entered an agreement with the City of Plymouth to design and construct the project. At their meeting on October 11th, the city council approved the agreement. City staff will develop an RFP in the coming weeks for implementation and expects project design to occur over the winter.

2017 Main Stem Bassett Creek Streambank Erosion Repair Project (2017CR-M) (See Item 8C): The feasibility study for this project was approved at the April Commission meeting and the final document is available on the project page at: <http://www.bassettcreekwmo.org/index.php?cID=281>. A Response Action Plan to address contaminated soils in the project area was completed by Barr Engineering with funding from Hennepin County and was reviewed and approved by the MPCA. The County Board approved the 2017 maximum levy request at their meeting on July 28th. At the September meeting, the Commission held a public hearing on the project and adopted a resolution ordering the project and certifying a final levy to Hennepin County. Also at that meeting, the Commission entered an agreement with the City of Minneapolis to design and construct the project. The Commission recently submitted an Environmental Response Fund grant application to Hennepin County to help fund the environmental response for the project.

2013 Four Season Area Water Quality Project (NL-2): Since November 2015, the City of Plymouth has considered different options for this area including the original stream restoration, using only rock to stabilize the channel, and a flocculation facility. The City received comments on these options at a public meeting in January. Recently, a developer has proposed a redevelopment project (Agora) for the site that includes several innovative stormwater management features for the site. At their meeting in August, Commissioners received a presentation from Solution Blue and considered the developer's request for a partnership with the BCWMC to share in the cost of stormwater management that goes above and beyond the requirements. The developer recently submitted a complete development application to the City which will be reviewed by the city and then by the BCWMC. City staff are also analyzing alternate water quality improvement projects in the area. We anticipate a presentation of these projects to be presented at the December meeting in conjunction with further information about partnering opportunities between Agora and the Commission.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3): In August, the Commission Engineer reported that the structure had been vandalized and repair was needed. The City and the Commission Engineer are in the process of working with Sunram Construction (the contractor for the project) on a change order to add weights to some of the baffle anchors. The weights will provide more support against wind loading on the baffle. The contractor performed more seeding in the two access areas, which improved vegetation coverage, but more coverage is required to achieve final stabilization. Erosion control will be pulled once the final stabilization is completed.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): NO UPDATE SINCE MAY: At their March 2015 meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions. The alum treatment spanned two days: May 18- 19, 2015 with 15,070 gallons being applied. Water temperatures and water pH stayed within the desired ranges for the treatment. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters on May 20th. There were no complaints or comments from residents during or since the treatment. Water monitoring continues to determine if and when a second alum treatment is necessary.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): The restoration project is being constructed in two phases, each under separate contract. Phase one includes stream bank shaping, placement of field stone rock and 12-inch bio-logs, and repair of storm sewer outlets. The first phase of the project began in November 2015 and was finished in June 2016. Turf establishment and minor restoration repairs in Phase 1 were accepted in late October.

The City assessed the condition of the bank stabilization practices following the large rain events in July and August and found a handful of isolated areas where rocks and bio-logs were displaced enough where repairs are necessary. Repairs are scheduled for early December, weather dependent. It is anticipated that the project will enter the one-year warranty period following the completion of these repairs.

Phase two of the project includes the establishment of native vegetation along the stream, including grasses, wildflowers, shrubs, live stakes and fascines, and cordgrass plugs. The second phase of the contract, Native Buffer Vegetation installation is underway. The project has been seeded and stabilized and maintenance mowing and spot treatments have been completed. Applied Ecological Services (AES) will complete the tree and shrub planting in spring 2017 and will continue to monitor and maintain the native vegetation through 2018. It is anticipated that the total contract amount for both Phase one and Phase two will be within the Watershed's overall project budget.

2016 Northwood Lake Improvement Project, New Hope (NL-1): Construction on this project began this spring. Photos and construction progress are available at: <http://www.ci.new-hope.mn.us/departments/publicworks/2016infrastructure.shtml>

Northwood Lake Improvement Project is nearing completion with all major work complete. Minor punch list items remain and the tank will be left dry until next spring when it is started up for the season.

- The storm tank is complete, along with all pretreatment structures.
- The overflow rain gardens are complete and functional and planted, minor work remains on a clogged drain tile pipe in one rain garden bed.
- The irrigation box was installed Monday 11/7.
- Mulch and seed have been installed across the entire site and grass is established. The park was opened to the public the week of 10/24. The official park opening event will be held Spring of 2017.

- Jordan Pond and the overflow structure to Basset Creek at 169 is complete and established. Trees were planted to help screen neighboring properties.

2016 Honeywell Pond Expansion Project, Golden Valley (BC-4): Design plans for this project were approved by the Commission in November 2015. This spring, the Honeywell Pond Project was bid as part of the City of Golden Valley and Hennepin County's Douglas Drive (CSAH 102) Reconstruction Project. The reconstruction project began in June. To date, the contractor has cleared and graded the area near Douglas Drive and completed temporary stabilization. The diversion structure and outlet pipes have been constructed from the pond to the street. The force main work is scheduled to be constructed in November/December of this year with the lift station, controls, and irrigation system being installed later. It is anticipated that the excavation and expansion of the pond will begin after January 1, 2017 depending on weather conditions.

2018 Bassett Creek Park Pond & Winnetka Pond Dredging, Crystal (BCP-2): At their July meeting the Commission approved a [proposal](#) from the Commission Engineer to complete the feasibility study which is now underway. The field investigations are complete, including bathymetric surveys, wetland delineations, and sediment sampling. Winnetka Pond West was dropped from further investigation when review of the bathymetric survey data indicated very little sediment accumulation. Sediment sample results indicate that all material at Winnetka Pond East is Level 1, indicating the excavated sediment can be reused at most sites. One sample at Bassett Creek Park Pond is a Level 2 and three samples are Level 1, which indicates limitations to reuse of the excavated sediment. The wetland delineation report is underway. The next steps include a comparison of previous survey or as-built data to the recently completed bathymetric survey to estimate sediment excavation volumes. This, along with sediment sample results and the wetland delineations will be used to develop project options and concept plans. During this time, a meeting will be held with stakeholders, including BCWMC staff, city staff, USACE, MN DNR, and MPCA to review permit requirements and discuss concept alternatives.

Other Projects

Education Tasks: I took time to review the Blake School's project to photograph and describe four BCWMC CIP projects and will soon be in contact with Blake's Communication Department to submit a joint press release on the project.

Dawn Pape, a.k.a. the Lawn Chair Gardener, continues to write monthly article for local papers and is now a guest columnist with Lakeshore Weekly News on behalf of the BCWMC. She also continues to develop new BCWMC educational displays and is managing BCWMC's social media. I continue to participate in the West Metro Water Alliance consortium at their monthly meetings.

I recently attended two Watershed Partners meetings to learn how to utilize their Clean Water MN media campaign materials including blog posts (which can be used as press releases), social media posts, and their new website. The BCWMC is a member of the Watershed Partners, contributing approximately \$3,500 per year to the media campaign. The Commission should take advantage of the material created by professionals.

Hennepin County Natural Resources Partnership: I attended the meeting of this group on August 23rd and participated in a workshop to "envision the future of environmental education for youth." I plan to continue regular attendance at these meetings held about every other month to connect with other watersheds, agencies, cities, and environmental organizations.